

## Active Learning

### Assistant Warehouse/Inventory Coordinator (AWIC)

**Compensation:** \$18-\$22 per hour

**Benefits:** Flexible Schedule

**Hours:** 5-25 hours per week



ACTIVE LEARNING

## SUMMARY

Active Learning Assistant Warehouse/Inventory Coordinator (AWIC) is responsible for the smooth operation of a warehouse facility, working closely with the WIM, administrative staff and providing exceptional support to the teachers utilizing the materials and supplies. The Assistant Warehouse Coordinator will support the efficient operation of warehouse activities and logistics. The AWIC will assist in overseeing inventory management, order processing, and ensuring the smooth flow of goods in and out of the warehouse. AWIC responsibilities include coordinating drop-offs and pick-ups, organizing storage areas, and maintaining accurate inventory records. Additionally, AWIC will collaborate closely with the warehouse manager (WIM) to optimize workflow, implement safety measures, and uphold quality standards. The AWIC role plays a crucial part in maintaining a well-organized and productive warehouse environment, contributing to the overall success of the logistics operations.

## ESSENTIAL FUNCTIONS

- Inventory: Facilitate in the management of inventory levels, quality standards, and stock optimization
  - Label part #s or products.
  - Keep track of inventory and report any discrepancies
  - Receive and process warehouse stock products.
  - Perform inventory controls and keep quality standards high for audits.
  - Products include: *Active Learning Tshirts and Sweatshirts, Costumes, Props, Stereos, PE equipment, Prizes, School Supplies, Art Supplies.*
- Distributing: Coordinating pickup, deliveries, and order fulfillment
  - Assist in the loading and unloading of trucks.
  - Prepare and complete orders for delivery or pickup according to schedule.
  - Deliver printed items or prepare for pick up.
- Records: Keeping detailed records of warehouse activities, including incoming and outgoing materials
  - Maintain materials used log and ensure the right materials are distributed and recollected.
- Storage and Safety: Utilizing warehouse space to maximize efficiency and safety
  - Ensuring goods are stored safely and securely.
  - Maintain a safe work environment for staff and materials.
  - Efficiently utilize warehouse space and resources.
- Equipment: Inspecting, maintaining, and managing warehouse supplies.
  - Operate and maintain warehouse supplies..
- Compliance: Adhering to company policies, vision, and procedures
  - Follow quality service standards and comply with procedures, rules, and regulations.
- Perform other duties as assigned by the WIM, Executive Director and Program Manager.

## KNOWLEDGE, SKILLS, ABILITIES AND REQUIREMENTS

- A good knowledge of safety principles and practices.
- Ability to speak clearly and effectively in public
- Ability to deal tactfully and effectively with employees, school administrators and students.
- Ability to maintain operating records and to prepare reports and recommendations.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to work collaboratively with ED, Program Manager, Department Heads and teaching artists.
- Computer proficiency in Google Suite, as well as software applications relevant to area of responsibility.
- Excellent time management skills and ability to prioritize work.
- Ability to be flexible and adapt as needed between in-person work environments.
- Self-directed and able to work independently
- Excellent multitasking and organizational skills

- Strong written and verbal communication skills
- Physical strength to lift, stamina and the ability to walk or stand for long periods of time
- Must pass a background check.
- TB test clearance to be renewed every 4 years.