

Job Title: Logistics and Inventory Processor
Department: 201 – Long Term Meds
Location: Brunswick, GA
Travel: 0 – 5%
Reports to: Inventory Services/Systems Manager
Salary Grade: NE1
FLSA Status: Non-exempt
Prepared Date: 9/15/2020

JOB SUMMARY

This position works with the Inventory Services team to process daily inventory receipts, which include product receiving, valuation, service fee, computer maintenance of inventory, and reconciliation with the Finance department. Maintains accurate inventory by troubleshooting any inventory discrepancies and corrects the inventory system in the Logistics System. This person will work with the Partnership Development team to enter orders, create packing lists, and invoice orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

COMPUTERIZED INVENTORY SYSTEM MANAGEMENT

- Assigns Purchase Order numbers when product donation has been approved by a member of the Product Offer Team
- Researches all incoming product to assign wholesale dollar values, International Service Fee, and Therapeutic Classifications in compliance with AHFS standards
- Saves receiving documentation delivered by the DC receiving team into Inventory files folder and completes the appropriate portions.
- Monitors and maintains master record entry in the logistics system with all required information
- Maintains accurate inventory by troubleshooting, working closely with Receiving Coordinator, Partner Agency, and Distribution Center teams.
- Makes computerized inventory adjustments and transfers as needed to ensure inventory system accuracy
- Prints audit trial reports and makes sure that every P.O is double checked by appropriate person
- Provides information/assistance to auditors and Accounting Department
- Research and verify product quantities for completion of pharmaceutical tax letters

SECONDARY SUPPORT SERVICES

- Allocates, adjusts and invoices agency orders
- Final invoicing responsibility for sales orders shipped.
- Provides harmonized codes and other specialty information as needed on outbound shipment documentation.
- Obeys safety and security policies
- Works with volunteers when assistance with product breakdown is required.
- Other duties as assigned

PARTNER DEVELOPMENT

- Assist Partner Development team by tracking required shipment allocations for partner growth.
- Assist Director of Partner Development when required for special projects.

ORGANIZATIONAL RELATIONSHIPS

The Logistics and Inventory Processor reports to Inventory Services & Systems Manager. This role has no supervisory responsibilities but is required to work independently with minimal supervision. Internally this position will work with the following roles/teams:

- Distribution Center – Receiving Department to match product to purchase orders and create links as well as other Distribution Center staff to address out of stock or other inventory discrepancy issues.
- Partner Development Team – Resolving inventory issues
- Finance Team – Monthly Reconciliation
- Global Giving Team – Product issues and tax information requests
- Accounting – Monthly reconciliation processes

Externally the Logistics and inventory Processor will primarily work with Medicine Program Partners.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Certain skills can be acquired through job training and orientation by MAP staff.

EDUCATION AND/OR EXPERIENCE

- Minimum of a High school diploma or general education degree (GED) required
- Two years related experience and/or training
- Or equivalent combination of education and experience

OTHER SKILLS AND ABILITIES

- Demonstrated experience in working with detailed information while maintaining high levels of accuracy
- Experience in basic inventory management
- Self-motivated
- Ability to complete multiple tasks with many interruptions
- Knowledge of general office machines (computers, printers, fax, and copiers)
- Strong 10-key and typing skills
- Basic knowledge of supply chain management
- Works well with others to solve problems
- Comfortable with new computer technology
- Good organizational skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must be able to travel, specifically involving long-haul International flights. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus during significant computer related work. Employee must be able to read, write, and speak English fluently.