



INVENTORY ASSOCIATE

COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. The Feeding Tampa Bay food bank is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

SUMMARY

The Inventory Associate is responsible for tracking product leaving our warehouse, both physically and in our inventory management system.

JOB OVERVIEW

Email: ahughes@feedingtampabay.org

Phone: No phone calls accepted

Employee Type: Full-Time, Non- Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensuring all pounds directly distributed to agencies or partners are accurate and entered correctly.
- Assisting with reporting needs of the inventory department and SOP creation or updates as needed.
- Responsible for processing orders placed by our agencies in our ERP and ensuring they are given to our warehouse associates in a timely manner.
- Assist with checking picked orders for accuracy and correcting problems with them as they arise.
- Completing outbound orders in the database and ensuring all invoices are given to the appropriate department.
- Scheduling and performing and/or reconciling cycle counts as well as researching reasons for discrepancies and correcting any issues found.
- Ability to work as part of a team and to achieve distribution goals of Feeding Tampa Bay.
- May be required to help with other warehouse functions, such as picking, receiving, and transferring product when necessary.
- May be required to assist in other inventory roles as needed, including order creation, product transfer, and receiving.
- Other duties and responsibilities as assigned.

EDUCATION and/or EXPERIENCE

High School diploma or equivalent and 2 years of food warehouse experience and/or training, or equivalent combination of education, experience in warehousing, shipping and receiving. Certified in the use of forklifts and electrically powered pallet jack or the willingness and capability to become certified. Food safety certification is required; it will be provided as necessary. Commitment to understanding and supporting FTB's mission. Able to lift/lower, push, pull, and carrying boxes/packages weighing up to 50lb for 8-hour shift. Ability to work in an environment that will contain variable temperatures and humidity, exposure to noise, dust/dirt. Able to bend, stoop, crouch, climb, stand, sit, walk and turn/pivot throughout an 8 hour shift, 5 days a week. Applicant should not have a fear of heights or use of a cherry picker forklift to perform cycle counts. Ability to work flexible schedules, including weekends. Excellent communication, organizational, and interpersonal skills. Proficient using the Microsoft Office suite (Outlook, Word, Excel) and promptness responding to emails. Experience in Ceres 4.x or comparable ERP strongly preferred and/or experience using a database and/or the ability to learn an inventory management software quickly. Ability to work independently and be accurate with data.