



## Heart of Alabama Food Bank Position Description

**Position:** Inventory Systems Coordinator

**Reports To:** Inventory Shipping Manager

**Pay Range:** \$35,693 – \$51,845

**FLSA Status:** Non-Exempt - Salary

### **Description:**

Inventory Systems Coordinator will serve as support to the Inventory Receiving Manager and the Inventory Shipping Manager for maintaining the primary inventory systems database called Primarius 2 (P2), mentoring others on P2, and managing the overall P2 system.

### **Duties and Responsibilities:**

Support both Inventory Receiving Manager and the Inventory Shipping Manager regarding configuration and decision-making functions within P2, as guided by departmental needs.

Consult with both Inventory Manager(s) to define project goals and objectives, manage timelines, evaluate risks and issues, and determine the best course of action

Work with all departments within Operations on how to troubleshoot and solve administrative problems on any related hardware and software equipment (ie. P2 Software, scanners,) issuing and printing new barcodes for products, correcting inventory adjustments, pulling data for staff, etc.

Assist Inventory Managers with design, implementation, and monitor of appropriate permissions, standards, and practices

Serve as consultant and liaison between departments in helping them understand how P2 can assist them in achieving their objectives, defining their needs and solutions

Work with 3<sup>rd</sup> party applications and assist in the implementation of these applications with P2

Keep Inventory Managers abreast of discrepancies found and changes made to processes within other departments and P2 functionality

Maintain P2 vision and strategy in conjunction with the Inventory Managers, Director of Operations, and in alignment with the Food Bank strategy

Test and make changes within the P2 platform as directed by the Inventory Managers

Create and maintain user focused documentation for P2 processes

Works with both Inventory Managers, and with all departmental supervisors in Operations to help create implement cycle count schedules for all product categories. Reports and reconciles any and all variances and discrepancies as a result of those cycle counts with the designated responsible Inventory Manager.

Works with Inventory Managers and all departmental supervisors in Operations to investigate and help fix any inventory discrepancies and make any necessary adjustments as directed by the overall responsible Inventory Manager

Responsible for managing the process and records for each department's Inventory Shrinkage/Waste

Responsible for managing the end-to-end process of transforming inventory assets into new products, from initial data entry to final output, in conjunction with Inventory Managers, and Directors of Programs and Operations

Assist in completing regular internal audits in preparations for yearly AIB and USDA audits

Assist in training of new users, and assist in growing the P2 skillset across the organization

Assist in P2 barcode implementation: testing, setup, training, maintenance, reporting  
All other duties as assigned, with or without notice

### **Qualifications**

Bachelor's Degree or equivalent job experience in inventory management systems and processes preferred  
Proficiency with Microsoft Windows and office applications (Word, Excel, Access, Outlook) and standard office equipment

Strong communication and team player skills

High technical and analytic skills

Positive and solutions-based attitude, even while under pressure and/or managing competing priorities and deadlines

Ability to work independently with minimal supervision and guidance

Valid Driver's License and Insurance

### **Physical Demands/Environmental Factors**

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals to perform the tasks outlined in this job description.

Must regularly lift and/or move up to 20 pounds, frequently lift and/or move 50 pounds, and occasionally lift and/or move more than 50 pounds with assistance or equipment.

Includes exposure to freezer and cooler environments

Extended periods of sitting at desk on phone and computer

Indoor office/warehouse environment with moderate noise at food bank location

Some evenings and weekends required

**My signature indicates that I understand my duties and responsibilities and intend to adhere to all the requirements of this position fully. If at any point I fail to understand what is required, I will seek to gain clarity from my chain of command.**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_