



OPERATION GRATITUDE
Position Description Form
On-Site Los Angeles, CA

JOB TITLE: Manager, Inventory
DEPARTMENT: Operations
REPORTS TO: Chief Operating Officer
LOCATION: Los Angeles, CA
TRAVEL: 5%

MISSION + VISION:

Mission: Our mission is to honor the service of our military and first responders by creating opportunities to express gratitude

Vision: We envision a future where all who serve believe the American people care

THE OPPORTUNITY:

Reporting to the Chief Operating Officer, the Manager, Inventory will be responsible for all inventory levels for the organization including ordering, storing, receiving, and distributing materials and Care Packages. The Logistics Manager will track and analyze inventory maintenance as well as develop protocols to ensure all Care Package requirements are met and all events are properly supported. This individual will maintain visibility of current inventory to meet requirements, ensure donated goods are properly received into inventory and allocated against requirements, and will make recommendations for in-kind product donation targets for the Development team to meet future demand. Partnering with the programs departments, the Logistics Manager will lead weekly Production Meetings to synchronize activities across all departments

KEY RESPONSIBILITIES:

- Manage Operation Gratitude's inventory management system including tracking all inventory, managing expiration dates, setting, and managing reorder points to identify and communicate any potential issues for future inventory, and clearing queues
- Analyze Program requirements and monitor demand to forecast short-term and long-term inventory needs
- Proposes strategies to reduce costs and improve procedures of supply chain logistics
- Verify and maintain inventory calculations by comparing them to physical counts of stock and investigating discrepancies and adjusting errors
- Manage warehouse employees responsible for receiving and counting incoming in-kind items and recording data in the inventory management system
- Prepare and maintain records and reports of inventory levels, supply chain progress, shortages, shipments, expenditures, and goods used or issued
- Recommend in-kind product donations for the Development team to meet future demand

- Co-lead (with Programs) weekly Production Meetings to synchronize production and inventory needs across departments.
- Determining proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities
- Train incoming team members on the usage of FASCOR or current inventory management system, confirming correct levels of licenses are issued and skills are trained
- Purchase operating materials including Battalion Buddies, branded boxes and other products that support Operation Gratitude operations
- Build requisition plan for operations supporting materials ensuring we maintain a proper inventory taking into consideration production schedules etc.
- Develop and maintain relationships with suppliers and vendors
- Supervisory responsibilities

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in logistics field or previous related experience in inventory management, supply planning, or logistics
- Experience working in FASCOR and/or similar warehouse management/inventory management systems
- Demonstrated proficiency in statistics, data analysis, and forecasting methods with an understanding of their operational and financial
- Demonstrated proficiency in Microsoft Office Suite and Google Workspace platforms with specific expertise with MS Excel
- Excellent verbal, written, interpersonal, and group communication
- Strong analytical, organizational, and decision-making skills
- Highly organized and self-starting with the ability to handle multiple projects and priorities with an appreciation for detail
- Strong administrative, organizational, and time management skills; ability to self-set own priorities and meet

DESIRED QUALIFICATIONS:

- Passionately embraces the mission and values of Operation Gratitude mission.
- Experience working with volunteers
- Familiarity with Salesforce or similar platforms
- Physically able to reach, bend, stoop and frequently lift up to 50 pounds

PROFESSIONAL LEVEL: Full-time, Exempt

SALARY RANGE: \$60,000 - \$80,000

 Operation Gratitude is an equal opportunity employer

For more information about Operation Gratitude, please visit www.operationgratitude.com

To apply, please email your resume and cover letter to resumes@operationgratitude.com