



Second Harvest Food Bank of Metrolina, the region's largest hunger fighting agency, annually distributing over 54 million pounds of food and essential grocery items in a 19 county region, is looking for a dedicated and compassionate individual to fill the following position:

Inventory Control Specialist:

This position is responsible for:

- Directing and coordinating the warehouse physical inventory system, comparing with the perpetual inventory management system;
- Assisting in data entry recording food donation receipts, purchases, transfers, and distribution;
- Receive all government commodity and purchased food products, verifying accuracy...maintaining accurate inventory of each consistently;
- Weekly and monthly inventory cycle counts;
- Assist with proper product placement in warehouse;
- Review paperwork for accuracy, and correcting as needed;
- Arranging monthly distribution of all USDA product to specified agencies;
- Assist in distribution of product and ensure FIFO method;
- Provide support to COO and Operations Team

The ideal candidate will have at least 3 years of demonstrated track record of excellent inventory control, preferably in a food-related industry. Warehouse experience a plus. Strong organizational skills, math skills, sound judgment, self-directed, attention to detail required. High school diploma or GED required. Experience with Navision a plus. Strong Microsoft Office skills needed. Must be flexible, accurate, and able to multi-task and prioritize well. Professional, positive, enthusiastic demeanor needed.

Second Harvest Food Bank is very passionate and serious about their mission to end hunger in our region, and the ideal candidate will be willing to contribute each day in helping fulfill this mission.

Resumes of QUALIFIED CANDIDATES ONLY should be submitted to Vonda Richey at the following e-mail: vrichey@secondharvest.org no later than Friday, May 4, 2018. NO PHONE CALLS PLEASE!

Resumes must include a stated salary requirement or they will not be considered.

Candidates must be able to pass criminal background check.

Second Harvest Food Bank is an equal opportunity employer that values diversity.