



# Inventory Control Assistant

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org).

## **POSITION DESCRIPTION**

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The **Inventory Control Assistant** is an individual that provides assistance and support to the Warehouse & Inventory manager. This position supports and assists with implementation of inventory controls and best practices throughout SFBFS's Food Bank Campus. This position will be responsible for assisting the Warehouse & Inventory Manager with overseeing and maintaining accurate physical inventory data. This position will serve as the primary contact for agency clients, as it relates to warehouse shopping.

The Inventory Control Assistant will (including but not limited to):

- Provide excellent customer service when interacting with agencies picking up orders and assist with training agencies and receiving donations and assist and resolve discrepancies in bill of lading, receiving and shipping transactions as well as daily agency donation pickup reporting
- Conduct monthly inventory cycle counts and assist in resolving discrepancies between cycle counts, physical inventory and database and assist in overseeing monthly and annual physical inventory process
- Assist in allocating product, review staged agency orders for accurate picking and ensuring product quality control is maintained
- Assist Warehouse & Inventory Manager in daily, weekly and monthly reporting requirements for inventory and internal purposes
- Assist Warehouse & Inventory Manager in setting up donor and product information in the inventory system and providing donor reports
- Assists in working with cross functional teams to ensure proper rotation and timely distribution, placing focus on product freshness, food safety and a reduction of waste
- Other duties as assigned

## **SKILLS AND EXPERIENCE REQUIRED**

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- High school diploma or equivalent
- 3-5 years of experience in inventory control management and warehouse operation
- Advanced knowledge of MS Office Suite, including advance Excel and Word experience
- Knowledge of Primarius inventory or other inventory software
- Ability to analyze data and compile statistical summaries and reports
- Strong customer service experience
- Forklift experience/certified - preferred

## **POSITION DETAILS**

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- Full-time, non-exempt position; Monday - Friday; occasional weekends and holidays as needed
- SFBFS' Food Bank Services campus location
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more

Applicants must submit resume, cover letter, [SFBFS' employment application](http://www.sacramentofoodbank.org/employment) (found here: [www.sacramentofoodbank.org/employment](http://www.sacramentofoodbank.org/employment)) which should include three professional references to [employment@sacramentofoodbank.org](mailto:employment@sacramentofoodbank.org) for consideration. **No phone calls please.**