



OPERATION GRATITUDE
Position Description Form
On-Site – Chatsworth, CA

JOB TITLE: Supply Chain Specialist
DEPARTMENT: Operations
REPORTS TO: Supply Chain Manager
LOCATION: Chatsworth, 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 Supply Chain Manager, the Supply Chain Specialist will primarily be responsible for shipping and receiving efforts at the FOB facility

KEY RESPONSIBILITIES:

- Receive inbound shipments from USPS, UPS, FedEx, Etc.
- Open, sort and deliver incoming mail and packages to addressee
- Assist with unloading trucks, count, weigh, receive, sort incoming donation shipments to add into inventory
- Verify/track incoming donations information against packing slips, corporate projections, and/or donation forms
- Forklift Certified (or become approved within 30 days of employment)
- Safely utilize forklifts (if applicable) and power jacks to move packages and/or containers from the shipping and receiving platform to the processing and/or storage area
- Comfortable with laptop/Desk and Scanner computers
- Sort and place inventory on racks, shelves or bins accordingly to maintain organizational standards
- Utilize software programs such as Excel, Word, Salesforce, and asset management
- Use WMS to add inventory, adjust, conduct cycle counts, keeping an eye on expiring products and follow donation standards/guidelines.
- Maintains a safe and clean work environment by keeping shelves, pallet area, and workstations neat, sweeping, dusting
- Must be willing and able to frequently push, pull, squat, bend, and reach; lifting up to 50lbs

KEY REQUIREMENTS AND QUALIFICATIONS:

- Passionately embrace the mission and values of Operation Gratitude and convey sincere compassion for and understanding of the Military & First Responder communities
- Thinks outside of the box, searches for innovative solutions
- High School diploma some College preferred

- 2-3 years previous warehouse experience preferred
- Good communication, organizational, time management mathematical skills
- Dependable and reliable
- Inventory, Equipment maintenance, data entry, and computer skills may be required
- Experience working in challenging, deadline-driven environments
- Able to work nights and weekends, as needed
- Able to routinely lift heavy boxes, packages, materials, and equipment
- Ability to frequently push, pull, squat, bend, reach, stand and move about a warehouse floor for an extended period during an eight-hour workday
- Ability to travel to off-site assemblies when requested.

Physical demands:

- Regularly required to use hands to finger, handle or feel, reach with hands and arms, and talk or hear
- Regularly lift and/or move objects 10-50lbs occasionally lift and/or move objects that weigh more than 100 lbs.
- Frequently required to stand, walk, stoop, kneel, crouch, or crawl
- Occasionally required to sit and climb or balance
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus

PROFESSIONAL LEVEL: Full-time, Hourly, Non-Exempt

SALARY RANGE: (45,000 – 55,000k)

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