



## Position Description

### Warehouse Coordinator

**Medical Ministries International is looking for an experienced Warehouse Coordinator!**

**As we continue to grow and seek new ways to improve our operation to serve those in need, MMI is seeking a highly creative and organized Warehouse Coordinator**

#### **Why MMI:**

MMI is a mission-driven, faith based, 501©(3) organization that provides medical supplies to underserved countries. We do this by collecting and storing donations for shipping to legitimate health care providers in traditionally underserved countries worldwide.

#### **Mission Statement: Medical Aid – Supplying Hope**

#### **Role Specifics:**

- Outstanding organizational skills and ability to prioritize and reorganize workload to meet deadlines in a dynamic work environment
- Ability to manage multiple tasks and prioritize time sensitive situations
- Excellent problem-solving skills and coordination abilities
- Strong communication and interpersonal skills
- Outstanding attention to details and follow through
- Ability to work with little supervision and track multiple processes
- Computer-savvy with a working knowledge of programs
- Ability to direct others and promote advanced skills

**Focus and responsibilities include:**

- Responsible to the Board of Directors to ensure implementation of the goals and strategic plans for the MMI logistics and warehouses as set by the Board.
- Provide customer service excellence by serving existing customer accounts
- Coordinate the receipt, processing and disposition of In-Kind donations received
- Maintain inventory
- Maintain a high level of confidentiality
- Maintain a safe working environment
- Monthly reports
- Coordinate volunteers related to warehouse workflow

**Requirements:**

- Ensures proper inventory records and warehouse arrangement to facilitate accurate records necessary for disbursement.
- Forklift operator experience
- Ability to pass OSHA approved Forklift certification class
- Competent in Microsoft Office Suite and other business-related applications
- Ability to work a flexible schedule if needed
- Excellent written and oral communication skills
- Ability to lift 40 pounds

**Preferred:**

- Missionary vision or ministry experience a strong plus
- Medical Background or understanding of medical terminology