



Inventory and Warehouse Coordinator

Bargains Group – TORONTO, ON

Job description

About Bargains Group:

The Bargains Group is an award winning Canadian owned and operated company founded in 1988. We are a wholesaler serving Retailers, Non-Profits, Charities and Social Service Agencies including Salvation Army, Canadian Mental Health Association, Red Cross, United Way Member Agencies, and thousands more.

Over the past 30+ years, we have created a fast paced, purpose driven culture focusing on making a positive impact!

About Kits for a Cause:

Kits for a Cause is a division of Bargains Group and is a Canadian-founded social enterprise that creates meaningful engagement for groups looking to give back while providing charities with essential supplies that they need across North America.

Kits for a Cause connects individuals and companies to local charities and provides them with a tailored team building activity and/or corporate giving program. They make it fun, easy and accessible and ensure that the experience is turnkey, down to providing the handpicked essential items for each charity partner.

We are a for profit for purpose company and are on a mission to make meaningful and impactful volunteer and donor engagement programs, one *Kit* at a time!

Join Our Team as an Inventory and Warehouse Coordinator!

Position Overview: Are you a dedicated and organized individual with excellent communication skills looking to make a positive impact? We're excited to welcome an enthusiastic **Inventory and Warehouse Coordinator** to our team. In this role, you'll take charge of managing our inventory, coordinating warehouse operations, and overseeing our impactful donation program. Your attention to detail, strong organizational skills, and collaborative mindset will be crucial in maintaining a seamless warehouse operation and ensuring the success of our donation initiatives.

Key Responsibilities:

Inventory Management:

- Maintain precise records of incoming and outgoing inventory items using an Inventory Management System.
- Conduct regular physical inventory counts to ensure accuracy.
- Collaborate with procurement for timely replenishment and monitor inventory levels.
- Swiftly identify and resolve inventory discrepancies.

Warehouse Coordination:

- Optimize warehouse layout for efficient space utilization.
- Prepare outgoing shipments adhering to established procedures.
- Ensure a tidy and organized warehouse environment for safety and convenience.
- Provide training to new and current staff on warehouse procedures.
- Maintain productivity that meets/exceeds standards.
- Cross-train with Shipping and Logistics Coordinator for backup support.

Donation Program Management:

- Take the lead in managing our donation program, including volunteer involvement.
- Build relationships with volunteers and maintain a volunteer database.
- Accurately document, record, and track all donated items.
- Collaborate with various departments for effective donation distribution.
- Maintain open communication with donors, expressing gratitude and sharing impact updates.

Documentation and Reporting:

- Keep meticulous records of inventory movement, donations, and warehouse activities using an Inventory Management System.
- Generate regular reports on received donations and their distribution.
- Offer insights and suggestions to enhance inventory management processes.

Collaboration and Communication:

- Work closely with cross-functional teams to ensure accurate order fulfillment and timely delivery.

Qualifications:

- Exceptional communication and interpersonal skills for engaging with co-workers, donors, and volunteers.
- Strong organizational skills for multitasking and effective prioritization.
- Attention to detail in recording and managing inventory data.
- Proficiency in computer skills, including inventory management software and Microsoft Office suite.
- Problem-solving skills to address inventory discrepancies and operational challenges.
- One year of proven experience in inventory control, warehouse operations, and donation program management required.
- Ability to lift a minimum of 30 lbs. and work in a physically demanding warehouse setting.
- High school diploma or equivalent required; certifications in inventory management or logistics are a plus.

Ready to Join Us? If you're a proactive and results-oriented individual passionate about efficient inventory management and creating a positive impact through our donation program, we invite you to apply! Join our team and contribute to our meaningful mission. To apply, kindly submit your resume and a cover letter showcasing your relevant experience and explaining why you're the perfect fit for this role. Let's work together to make an impact!

Bargains Group / Kits for a Cause Team's Core Values are:

- We consciously care (*we give a sh*t*).
- We are community builders.
- We make a positive impact.

If these core values speak to you, we want to hear from you!

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