

Employer: Church Universal and Triumphant
Group: Publishing Pillar
Team: Publishing/Warehouse

**JOB TITLE: WAREHOUSE INVENTORY & MAIL ROOM
COORDINATOR**

Reports to: Publishing Manager

Job Status: Full-time, Non-exempt, Hourly

Hours of Work: 40 hours per week, M-F

Location: Royal Teton Ranch, Gardiner, Montana.

Benefits: Eligibility for the employee Health Plan, life insurance, Paid Time Off for vacation and sick days, holidays, and 401(k). Additional information about these benefits is available from Human Resources.

Observed Legal Holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Day.

SUMMARY

This position requires a high sense of ownership and team work for all warehouse processes. Able to work under pressure and be flexible to support teamwork and task accomplishment when timelines so require. Efficiently moves the organization's product inventory involving wholesale and retail warehouse locations by performing receiving, shipping, transfers in a timely manner. Maintains a secure on-site warehouse that is efficient, clean and organized.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible to maintain an accurate physical inventory of books and multimedia products from SUP, TSL, KOF and all other types of inventory as added.
2. Responsible for picking, packing and shipping and receiving products involving distribution companies and in-house/promotional use.
3. Operate and maintain Forklift. Also, responsible for scheduling maintenance.
4. Must be able to lift 50+ lbs., bend, stretch, stand for extended periods of time.
5. Request and train volunteers during periods of extra workload.
6. Organize and keep records of all shipping and receiving documents.
7. Barcode products/cases as needed before shipping.
8. Maintains and follows procedure manuals for all distributors as well as other relevant warehouse processes for the job.

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9. Supports S.U. bookstore by picking orders, returns and transfer items as needed.
10. Works on special projects like liquidation and sale initiatives.
11. Pro-actively looks for ways to improve and streamline warehouse processes and recommends them to management for implementation.
12. Is involved in long-term efficiency planning for the Yellow Barn.

Other duties:

1. Processes incoming and outgoing mail, including packages including incoming mail to in-house mailboxes.
2. Plans, schedules and coordinates special mailings by interfacing with other teams to plan mailing pieces and coordinate all aspects of mailings (including minimizing postage and labor costs), selecting appropriate mailing lists, scheduling mailings, and interfacing with outside mailing vendors as needed.
3. Complies with postal service and delivery service requirements by liaising with the United States Postal Service on mailing regulations.
4. Maintains postage equipment by operating and inspecting equipment according to established procedures and notifying vendor technicians of problems. Also, maintains supplies for mailing as needed.
5. Prepares, tracks and forecast annual mailroom budget by keeping accurate records of expenses from the previous budget.
6. Supports organization's FedEx and UPS needs by receiving shipments, filling out correct forms and paperwork for FedEx and UPS mailings and shipments.
7. Responsible for scheduling maintenance for Mailvan.

QUALIFICATIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Work Experience

Either an Associate Degree or equivalent; or two to four years of related experience and/or training; or equivalent combination of education and experience.

A valid Montana driver's license is required, and valid Forklift license is preferred.

Knowledge, Skills, and Competencies

- Basic knowledge in Microsoft programs, including but not limited to Excel, and Word.

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- Communicates clearly both verbally and in writing.
- Good with numbers and able to prepare an annual budget.
- Complies with OSHA regulations, and warehouse industry standards.
- Actively contributes to a positive work environment in the Organization and its teams.
- Able to plan, organize, schedule and prioritize work duties.
- Must be able to self-motivate and work independently in a team environment.
- Has foresight and can discover and find solutions for issues before they become a problem.
- Demonstrates team player: harmonious, supportive and collaborative.
- Able to work with focused attention to detail; is reliable and punctual.