



Senior Specialist, Inventory and Logistics Management

Location: Long Island City, NY

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

We believe in people.

We strive to live out our core values of **collaboration, love, excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Overview

The Medical Donations Program distribution team is responsible for receiving, warehousing, and shipment logistics for CMMB inventory of medicines and supplies distributed by CMMB to its extensive network of consignee partners. In partnership with donors and consignees, the Medical Donations Program achieves its objective to increase access to quality medications and strengthen healthcare systems in the developing world.

Reporting to the CMMB Distribution Center Manager, the Senior Specialist plays a critical role in stock control, inventory management and analysis, and distribution logistics to ensure product donations are securely and efficiently managed in accordance with best practices in supply chain management and with all regulatory and organization policies. This position will focus on managing the CMMB warehouse management system and improving the distribution team technical capacities. The Senior Specialist will be responsible for creation and analysis of reports, understanding and improvement of process flow and distribution operations.

Responsibilities

Inventory Management and Reporting

- Participate in determining donation allotments and increase efficiencies in distribution to partners.
- Create pack orders and work in coordination with Distribution Associates to execute accurate and timely donation shipments.
- Consolidate and prepare inventory reports, including daily cycle count reports, as well as weekly, monthly and ad hoc reporting as needed.
- Work with Distribution Center Manager to improve and implement systems to ensure inventory control and to track shipping and distribution. Produce reports in response to management's needs and donor/compliance requirements.
- Analyze and support process and technology improvements to support evolving business needs.



Systems and Analyses

- Use Warehouse Management System to analyse data and make recommendations.
- Continually seek ways to improve systems, work flows, data integrity and reporting activities.

Shipping/Logistics

- Coordinate shipment logistics and documentation for donated products. Facilitate planning, scheduling, and tracking of shipments with vendors and consignee partners.
- Produce shipping reports.

Compliance and Security

- Ensure that all compliance and regulatory requirements for supply chain management are met.
- Ensure adherence to all donor and industry compliance standards.
- Support Manager in maintaining the security of the Distribution Center.

Administration

- Correspond with internal and external counterparts.
- Assist with data entry and maintenance of accurate records.
- Actively remain current with and communicate industry standards, trends and best practices.
- Other relevant duties as assigned.

Qualifications

- Bachelor's degree required.
- At least five years of experience in warehouse logistics management.
- Knowledge and/or commensurate experience in the warehouse logistics and supply chain management.
- Passion for CMMB's mission, vision and core values: collaboration love, excellence and respect.
- A commitment to building a positive organizational culture with transparency, honest feedback, perseverance, and a sense of humor.
- A working knowledge of warehouse management systems.
- Proficiency in Microsoft Office, particularly Access database and Excel. Familiarity with SQL (preferred).
- Demonstrated competence in data analysis and process improvement.
- Excellent organization skills and attention to detail. Proven ability to track and manage multiple projects at once.
- Experience in pharmaceutical or medical supply industry (preferred).
- Strong written, verbal and interpersonal communication skills.
- The ability to gain the trust of and work in collaboration with others; and a heartfelt respect for ethics and fiscal stewardship.
- Comfortable working for a faith-based organization.



How to apply

Visit our [careers page](#) for more information, and [click here to apply](#).

A message from Bruce Wilkinson, President and CEO of CMMB – Healthier Lives Worldwide

As president of CMMB, I would like to thank you for your interest in joining us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and are so pleased you are considering CMMB as your potential employer.

The position of Senior Specialist, Inventory and Logistics Management is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional and motivated team.

Cheers,
Bruce