



Distribution & Receiving Associate, Medical Donations Program

Location: New York, NY

Position Title:	Distribution & Receiving Associate				
Department:	Medical Donations Program				
Reports To:	Floor Supervisor (Interim reporting into Juan)				
Direct Reports:	0				
Location:	NY tri-state area				
Salary:	\$55,000				
Job Grade:	3				
Funding Source:	Unrestricted	Full or Part-time:	Full-Time	Exempt or Non-exempt:	Non-Exempt
LinkedIn Link:	(51) Distribution & Receiving Associate cmmb LinkedIn				

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.*

Job Summary

The Medical Donations Program team is responsible for generating, sustaining and growing Gift-in-Kind (GIK) product donations; developing strategic partnerships with pharmaceutical and medical supply donors to raise resources to strengthen access to quality medications and healthcare systems in the developing world; and for supply chain management and distribution of high quality medical donations through trusted partners in the developing world.

Reporting to the CMMB Medical Donations Program Distribution Center Manager, this position will perform the daily receiving and distribution operations of the warehouse as follows: 1) retrieval of allocated products/quantities from warehouse storage locations, 2) the movement of retrieved products via pallet jack or forklift to a workstation, 3) the sorting, cataloging, repacking and/or palletizing of selected products, 4) the return of unused products/quantities to their original warehouse storage locations, and other tasks as assigned.

This role is expected to perform these duties in a manner that meets CMMB's best in-house compliance standards for productivity, accuracy, safety, cleanliness and security and with an objective to continually find ways to improve CMMB's Distribution Center systems and operations.

Responsibilities

- Ensure products, quantities, lot numbers and associated expiration dates for all pack orders match products in designated warehouse storage locations.
- Data entry and reconciliation.
- Inspect retrieved products for signs of visible damage and immediately report damage to supervisor.
- Pack, weigh and label cartons/pallets.
- Return excess products/quantities to storage locations as per put away lists and verify inventory balances.
- Operate pallet jack, forklift and stretch-wrap machine in compliance with physical safety, fire and security precautions and perform minor maintenance on equipment as assigned by supervisor.
- Ensure compliance with donor restrictions as well as federal, state, and local regulations.
- Support shipping & receiving with loading and unloading of trucks/containers as required.
- Maintain shelf inventory and product data. Regularly review and verify inventory condition and accuracy. Provide regular confirmations on inventory counts and product condition.
- Periodically conduct physical inventory counts as directed by supervisor.
- Maintain a clean, neat and organized work station.
- Assist in maintaining the security and operations of the Distribution Center and compliance with safety and security standards.
- Answer phones, process mail, monitor supplies for re-order, and provide administrative support for the Distribution Center Manager as requested.
- Maintain Distribution Center staff calendar and support documentation maintenance for Medical Donations Program team.
- Contribute to maintenance and cleanliness of common internal areas (office/s, kitchen & bathrooms).
- Ad hoc cleaning as required.

Note: These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as necessary.

Qualifications

- High school diploma or GED equivalent
- Ability to type. Experience with data entry. Experience with MS Office, a plus.
- Experience with Warehouse Management Systems.
- 2+ year experience in a similar role requiring collaborative effort with a team, adherence to a daily work schedule, physical lifting, and operation of machinery
- 2+ year experience using forklift, including current forklift license.
- Experience using pallet jack.

- Ability to read, write and speak English, do simple math (add, subtract, multiply and divide) and write legibly.
- Must be capable of standing or walking for extended periods of time and lifting cartons weighing up to 75 pounds.
- Must demonstrate high level of accuracy and attention to detail.
- Proactive communicator.
- Good decision-making, problem solving and follow through skills.
- Ability to handle high volume workload and manage competing priorities.
- Must have necessary interpersonal skills for contributing to team effort with other staff members at CMMB's Distribution Center.
- Must be comfortable working for a faith-based organization.
- Must be vaccinated against COVID-19.

You believe in CMMB, where we're going, and what we can do together to achieve **Healthier Lives Worldwide**.

Behavioral Competencies

Demonstrate CMMB's core values in action:

- **Collaboration:** To work in partnership for locally sustainable solutions
- **Love:** To embrace and be compassionate towards all people
- **Excellence:** To deliver sustainable, quality, and impactful results
- **Respect:** To act always with integrity, and to value and honor the dignity of all

CMMB is committed to fair and equitable compensation practices.

The pay range for this role is \$55,000. Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, certifications, and specific work location. This may be different in other locations due to differences in the cost of labor.

EEO Statement:

At CMMB, we embrace diversity and demonstrate compassion towards all people—it is one of our core values. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. CMMB is proud to be an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. CMMB strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, creed or religion, color, national origin, disability, predisposing genetic characteristics, marital status, sex, gender, gender identity, gender expression, pregnancy, age, sexual orientation, military or veteran status, citizenship, status as a victim of domestic violence, or any other protected classification under applicable federal, state, or local laws. This statement applies to all terms and conditions of employment. CMMB is committed to fostering an inclusive and accessible experience for all job seekers-- If reasonable accommodation is needed, you may contact us at humanresources@cmmmb.org.

How to apply

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