



Floor Supervisor

Location: Onsite – New Windsor, MD

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 - [learn more about our values in action here](#), and see our work [here](#).

We believe in people.

We strive to live out our core values of **collaboration, love, excellence, accountability,** 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 people of diverse backgrounds to apply.

Overview

CMMB is a leading faith-based NGO focused exclusively on global health care for the world's poor, by building healthy, sustainable communities through community engagement and partnerships. Now entering its second century, CMMB is committed to integrating and focusing its programming around saving the lives of children and mothers by concentrating on leading causes of mortality in targeted communities.

The Access to Medicines Program is responsible for partnering and responding to the dire shortage of quality medicines and primary health care products in resource-poor countries, and especially those at the center of CMMB's global strategy. This team will develop new pathways and strategies with pharmaceutical companies to partner strategically with partners to effectively disseminate medicines and supplies to facilities around the world, especially those in CHAMPS zones and those that support other CMMB programming.

CMMB is recruiting for the position of Floor Supervisor for our newly launched Distribution Center in New Windsor, Maryland. The role is onsite and reports directly to the Operations and Supply Chain Distribution Manager. This role will oversee the daily operations of the floor team (approximately three staff).

Key Responsibilities and Accountabilities

Daily workflow focuses on the following.

- Retrieval of allocated products/quantities from assigned storage locations.
- Movement of retrieved products via forklift or pallet jack to workstations.
- Repacking and/or palletizing selected products
- Return of unused products/quantities to assigned warehouse storage locations
- Provide day-to-day task assignments and workload guidance for Distribution Center Floor Team (See 3.2 for reference)
- Ensure all products, quantities, lot numbers, and associated expiration dates for all pack orders match products in designated storage locations prior to product staging/loading.
- Inspect retrieved products for signs of visible damage, report any findings to Operations and Supply Chain Manager.



- Pack, weigh, and label all cartons/pallets for all pack orders. Return excess product quantities to assigned storage locations and verify inventory balances accordingly.
- Monitor all Distribution Center equipment (forklift, electric pallet jack, shrink wrap equipment) operation and maintain safety compliance standards as set by CMMB in accordance with state and federal regulations.
- Maintain inventory integrity of shelf, carton, and pre-shipment storage bins by conducting regular physical cycle counts, ensuring no discrepancies and reporting any findings to Operations and Supply Chain Manager.
- Ensure all pack orders are allotted and assigned in an efficient manner, utilizing continuous improvement methodology to improve and drive efficiency.
- Oversee data entry for all pharmacy donations and distributions and ensure accuracy and compliance.
- Perform other reasonable duties as assigned by Operations and Supply Chain Manager.

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 required.

Qualifications and Experience

- Must have 5 plus years in Manager or Supervisory role overseeing at least 2-3 direct reports. Experience in non-profit management roles is a plus. Must have or be willing to procure forklift certification within 30 days of hire. OSHA-30 certification is a plus. Bachelor's degree in supply chain management or business management is a plus
- Demonstrated hands on leadership (Lead by example) with attention to detail. Strong communication and collaborations skills, experienced in mentoring and developing staff to high performance standards. Ability to work effectively under pressure and manage competing priorities.
- Must have experience managing and utilizing WMS software. (Prior experience in MS Database or HighJump Edge will be prioritized). Inventory valuation/Redbook knowledge a plus. SQL server report management experience is a plus.
- Demonstrated record of high ethical standards, strong operational stewardship, and good business judgement with a strong customer focus. Commitment to CMMB's mission, core values and ethic standards. Must be comfortable working within a faith based organizational setting.
- Must have experience working in regulated environments and maintaining OSHA and other regulatory compliance. Must have experience managing maintenance schedules, building security and workplace safety enforcement.
- Experience in complex supply chain distribution environments with ability to identify process bottlenecks and drive continuous improvement and innovation.

CMMB is committed to fair and equitable compensation practices.

The pay for this role starts at \$65,000 - \$95,000. 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@cmmb.org.

To learn more about us, visit our website at www.cmmb.org and [apply here](#).