



Associate, Distribution Center

Location: 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.

About CMMB:

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.

Summary:

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 in-country partners to effectively disseminate medicines and supplies, especially those in CHAMPS zones and those that support other CMMB programming.



Job Summary

CMMB is recruiting for the position of Distribution Warehouse Associate for our newly launched Distribution Center in New Windsor, Maryland. The role is on-site and reports directly to the Floor Supervisor. This role plays a role in daily distribution and custodial tasks within the warehouse as assigned by the Floor Supervisor.

- 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

Responsibilities and Accountabilities

Ensure products, quantities, lot numbers and associated expiration dates for all pack orders match products in designated warehouse storage locations.

- Inspect retrieved products for signs of visible damage and immediately report damage to supervisor.
- Return excess products/quantities to storage locations as per put away lists and verify inventory balances.
- Pack, weigh and label cartons/pallets.
- Operate pallet jack, forklift and stretch-wrap machine in compliance with physical safety, fire and security regulations.
- Periodically conduct physical inventory counts as directed by Floor Supervisor.
- Maintain general warehouse floor and workspace cleanliness. Complete daily sweeping and removal of waste from common internal areas (offices, packing stations, kitchen & bathrooms) and external street and parking areas.

Qualifications and Experience

- Must have high school diploma or GED equivalent. Must have 6+ months experience in collaborative team-based role (warehouse experience preferred). Able to adhere to a daily work schedule that includes physical lifting, operating machinery, and utilizing computer/warehouse equipment.
- Must be capable of standing or walking for extended periods of time and lifting boxes weighing up to 75lbs.



- Must have necessary interpersonal skills for contributing to team effort with other staff members, including good decision-making, problem solving and follow-through skills.
- Ability to maintain a high level of accuracy, attention to details and be able to handle high volume workload.
- Experience in Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint).
- Strong interpersonal skills, team orientation, and collaboration. Must have strong communication skills both written and orally.
- Must have or be able to acquire forklift certification within 30 days of hire.

CMMB is committed to fair and equitable compensation practices.

The pay range for this role is \$51,000 - \$60,000. 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 pcc@cmmb.org.

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