



Coordinator, Inventory & Shipping

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 Inventory & Shipping Coordinator 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 critical role in receiving and allocation of product donation and in ensuring a timely and efficient monthly donation process from inventory management and data management to shipment logistics and tracking.

- 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

- Receive, inspect, sort, count and check all incoming/outgoing products and supplies against packing lists or purchase orders and notify supervisor as to any discrepancies/damages.
- Generate receiving documentation in compliance with departmental and/or donor policies.
- Ensure restricted products and purchased items are flagged within the WMS, properly stored, and allocated for distribution to proper parties.
- Palletize incoming products and move to warehouse storage locations using a pallet jack or forklift. Update system as to assigned storage location.
- Maintain Shelf, Carton, & Pre-ship storage including daily cycle counts as assigned by Floor Supervisor. Report any discrepancies to Team Leaders/DC Manager.
- Operate pallet jack, forklift and stretch-wrap machine in performance of assigned responsibilities.
- Generate inventory report for MDP offers to CMMB consignees. Generate monthly financial reports. Generate bi-weekly aging and expiry inventory reports.
- Create allotments of inventory to eligible CMMB consignees. Ensure donations are allocated based on partner requests, recipient country requirements, program priorities, and product availability. Revise allotments as needed in accordance with consignee and/or Team Leader request.
- Ensure accurate and complete shipment documentation is issued to consignees. Maintain program shipment records and proper retention of documentation.



- Ensure timely shipment of donations for consignee receipt within their specified timeframe.
- Drive continuous improvement on all shipping, receiving and safety/security processes and systems.

Qualifications and Experience

- Must have high school diploma or GED equivalent. Must have 1-2 years' experience in administrative support roles, experience in inventory management roles will be prioritized. Experience in non-profit organizations or pharmaceutical industry are a plus.
- 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 demonstrated attention to detail and be able to manage inventory integrity and compliance standards. Must be able to manage prioritized tasks and timelines in fast-paced environments
- Strong competency utilizing and learning WMS software, previous experience using HighJump and Redbook will be prioritized.
- 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 \$55,000 - \$65,000. 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@cmmmb.org.

To learn more about us, visit our website at cmmmb.org and apply here: [Application Link](#)