JOB OPPORTUNITY

Job Title:   Temporary Inventory Specialist  
Reports To:  Operations Support Director  
Job Location:  Seattle, WA  
Hours/Schedule:  Full-time, Non-exempt

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 35 years. Kin On’s mission is to honor and support elders and families by offering culturally Asian and linguistically appropriate healthy living services in a healthy living community. Kin On is an aging-friendly community which the Rehab & Care Center and Supportive Housing facilities. Additionally, Kin On offers Home Care, Social Services, Health Home and Healthy Living program serving Asian older adults in our community.

JOB DESCRIPTION

Kin On is seeking a full time Temporary Inventory Specialist reports directly to the Operations Support Director. The Inventory Specialist’s responsibilities include overseeing and maintaining the organization’s inventory control by keeping track of all products and supplies and comparing actual inventory ordering while maintaining accurate records of all procurements. This position lasts for four months.

ROLE AND RESPONSIBILITIES

- Ensures products or services received meet with receiving, inspection, acceptance guidelines and conform to the terms and conditions of the purchase order.
- Implements best practices for receiving goods into the operations to maintain accurate daily records of goods receiving and consistent stock of inventory.
- Manages and maintains inventory system; facilitates upgrades to related database and/or software.
- Updates and tracks goods distribution, transfer and movement types.
- Provides inventory reports to monitor inventory levels across the organization.
- Assesses inventory reports and order patterns to identify items in need of automatic, recurring delivery.
- Performs incoming materials/goods inspection and non-conforming materials report to determine the inventory returns and disposition.
- Establishes and maintains safety stock for high-demand items.
- Conducts frequent and partial, selected category audits of physical inventory.
- Performs periodic (monthly, quarterly and semi-annual) physical inventory checkout and audits.
- Develops and maintains good working relationships with vendors/suppliers.
- Complies with organization policies, procedures, and regulatory standards.
- Performs other related duties as requested.

MINIMUM QUALIFICATIONS

- High school diploma/GED required.
- Good working knowledge of inventory control procedures and strategies.
- Excellent communication, interpersonal, and negotiation skills.
- Extremely organized and able to work with minimum supervision.
- Strong analytical thinking and problem-solving skills.
- Proficiency in Microsoft Office with ability to perform basic math calculations.
- Team player with strong organizational skills.
- Good English written and verbal ability a must. Ability to speak Mandarin Chinese, Cantonese or Taishanese dialect is a plus.

TO APPLY:  Please send resumes and cover letters to careers@kinon.org. Only qualified individuals will be contacted for an interview.

Kin On is An Equal Opportunity Employer. Kin On prohibits discrimination and harassment against any employee or applicant for employment because of race, color, age, religion, sex, national origin, sexual identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status.