

Inventory Control and Product Fulfillment Specialist

Full-time - Hourly/Non-Exempt

Position Overview

The Inventory Control and Product Fulfillment Specialist facilitates purchasing of inventory and order fulfillment with a working knowledge of postal regulations and provides administrative support as needed to Director.

Tasks will include, but are not limited to:

- Initiate purchase requisitions/purchase orders and communication for various projects, print & media products; communication with vendors; and monitor until project completion or delivery.
- Assist with maintaining the physical inventory of products and supplies.
- Coordinate direct mail with print and postage vendors.
- Prepare Microsoft Excel reports and maintain records and correspondence of project history.
- Prepare product shipments and function as a team member in the daily fulfillment of product orders.
- Operate mail center machinery as needed... folder inserter, postage meter, CD/DVD replicator etc.

High school diploma or GED required; two years related college coursework and knowledge of Excel is preferred. In addition, a minimum of two years relevant work experience is required.

Proficiency or ability & willingness to learn Microsoft Excel and Outlook e-mail, postal regulations, and postal software. Will be trained on OREA computerized inventory system and partner database.

Position will include but not be limited to: sitting, standing, walking, climbing stairs, bending, kneeling, reaching, repetitive motion, using equipment requiring manual dexterity, and lifting up to 50 lbs. or up to 70 lbs. on occasion. Must have non-color-blind visual ability and the ability to bring objects into sharp focus. Must hear clearly and distinctly and be able to read and write.

To apply for the position, go to www.oralroberts.com/employment