



Community Organized Relief Effort

## Job Description: **Site Inventory Manager**

The Site Inventory Manager is responsible for monitoring the usage of PPE and other materials onsite, tracking burn rates, and placing orders for additional materials

- Manage a spreadsheet of all inventory
- Conduct regularly inventory checks at all stations
- Provide updates to Site Manager and/or Area Manager on low stocks and additional supplies needed
- Coordinate with Chicago City Government representatives on logistics of inventory delivery

### Required Skills

- Experience with warehouse and/or inventory management systems
- Ability to create and manage spreadsheets using Microsoft Excel
- Ability to communicate clearly on needs and gaps
- Practical mindset with understanding of logistics