



WAREHOUSE AGENCY COORDINATOR

**Full - time
Charleston, SC**

Be a part of a team that is mission driven to fight hunger in our community. Last year, Lowcountry Food Bank distributed millions of pounds of food to food-insecure children, seniors, and adults. To learn more about our mission, please visit www.lowcountryfoodbank.org.

The **Warehouse Agency Coordinator** is a critical position of the operations team. As the point person for partner agencies, you provide support in daily operations of the agency floor and warehouse, ensuring timely and accurate distribution of food inventory to agencies, excellent customer service, and maintenance of the established food bank's shared maintenance structure.

You are responsible for greeting partner agencies and verifying membership status; being the point of contact for the Commodity Supplemental Food Program meal pickups, answer agency partner inquiries in a timely manner, schedule appointments, take orders, assist member agencies as needed with selection of product, pull product from cooler and freezer, weigh product and verify accuracy of orders, maintain agency floor, and create pick lists and invoices in CERES database.

The ideal candidate will possess a high school diploma or GED. In addition, have four years of experience in warehouse operations and exhibit excellent customer service skills. Must have computer system experience specifically working with databases. Have a resourceful approach to problem solving and troubleshooting; manage multiple projects with attention to detail and accuracy; work well with a team and handle interruptions; maintain focus on task of producing quality work; strong customer service skills; and have computer proficiency in use of Microsoft Word and Excel. The candidate will work a flexible schedule Monday through Saturday and is expected to work some events, which may occur in the evenings or on weekends.

Must be able to lift a minimum of 50 lbs. by hand and up to 3,000 lbs. with assistance of equipment.

Lowcountry Food Bank offers a comprehensive benefits package including medical, vision, dental and life insurance, annual paid leave/holiday pay, plus 401(k) matching up to 5% at one year.

Email resume to: humanresources@lcfbank.org

Closing date: June 30, 2021

EQUAL OPPORTUNITY EMPLOYER/M/F/D/V