Heaven’s Gain Ministries is hiring a part-time Supplies Manager who will be responsible for managing supplies and inventory for the e-commerce store and to monitor our order fulfillment specialists.

**Position:** Supplies Manager

**Reports to:** Office Director

Hours: 9:00 am - 2:30 pm (with 30-minute lunch break)

Part-time position 25 hours per week

Salary: $14 per hour; increase $1 per hour after 3 months

Qualifications:

* Empathetic heart toward the grieving families
* Proficient in Word, Excel, Gmail, E-Commerce software
* Attention to detail
* Good communication skills
* Excellent organizational skills
* Machinery experience (lightweight drills and saws)
* An ability to learn and retain information about products and supplies
* Be willing to ask questions to improve your skills in your position
* Able to lift 35-40 pounds

Job Description:

* Supervise Personnel
  + Order Fulfillment Specialists
  + Volunteer Coordinator & Quality Control
  + Casket Finisher
* Product Development
  + Research new vendors when needed
* Inventory
  + Ensure inventory is fully stocked and order products from vendors when needed
  + Work with volunteer coordinator to inspect new arrival of products
  + Drill and assemble urn products
  + Update cost vs. price list
  + Re-order raw materials as needed
  + Re-order office supplies as needed
  + Set up and monitor automatic re-order schedule
  + Set up and monitor inventory quantity list
  + Spending over $250 needs approval by Office Director
* Sales
  + Answer incoming calls related to products and orders
  + Ensures emails are read and customers/clients are called about issues
  + Ensure orders are fulfilled each day
  + Inspect finished product for quality
* Shipping
  + Monitor shipping supplies and re-order as needed
  + File shipping claims for late arrivals or lost shipments