



of SANTA CLARA and  
SAN MATEO COUNTIES

## Position Announcement Inventory Manager

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### About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 330 nonprofit partners at more than 700 sites. Second Harvest is pursuing innovative efforts to increase access to food resources, as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit [www.SHFB.org](http://www.SHFB.org)

### About the Position

In this role, you will be in the center of all inventory activity managing product movement between multiple facilities with valuation exceeding \$100 million. You will collaborate and lead a team to ensure inventory management and control best practices are embedded in Second Harvest's culture. You will work cross functionally to ensure an alignment with the annual and strategic goals. You will also lead the effort in inventory planning and allocation.

### Duties and Responsibilities

- **Inventory Management & Control:** Maintain inventory accuracy at all locations. Ensure proper product rotation and distribution, assess product quality, limit waste and improve inventory turn. Develop planning and allocation methodology.
- **People Management:** Recruit, coach, motivate and conduct performance review as required. Foster a positive, mission-driven culture and strong commitment to excellence.
- **Project Management:** Work plan development and execution.
- **Food Safety:** Ensure Second Harvest's continued adherence to AIB Food Safety Standards.

### This job might be for you if:

- You are organized, have a knack for remembering where everything is.
- You love figuring out why a round peg doesn't fit in a square hole, and you are able to come up with solutions.
- You are highly analytical and data driven when it comes to decision making.
- You have excellent communication and collaboration skills to drive change.
- You love leading and coaching a high performing team.

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**Qualifications:**

- Bachelor’s degree from an accredited college or university
- Five or more years of progressive responsibility in Inventory Management, Supply Chain Management or related field. APICS certification is a plus.
- Five or more years of experience in managing a team.
- Proven analytical and creative problem solving abilities, along with the skills to manage information and data from various sources.
- Strong project management skills with the ability to work under pressure, balance competing priorities and consistently meet deadlines.

<b>Reports To:</b>	Director of Food Resources & Inventory
<b>Direct Reports:</b>	3
<b>Hours/Location:</b>	Full-time, Exempt Position is based in San Jose and requires regular travel between 3 sites (San Jose and San Carlos)
<b>Compensation:</b>	Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO), ten pay holiday and excellent retirement savings plan.

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