



FACILITY/SUPPLY TEAM LEAD

As the Facility/Supply Team Lead, you are responsible for the organization of Meant 2B Loved's facilities, ensuring supplies and products are accounted for, stored safely. You will also be responsible for supervising other facilities volunteers to ensure they are working safely.

Responsibilities:

- supervising inventory control functions: determining supply sources, setting inventory levels, determining when restocking should take place.
- overseeing the distribution of supplies to volunteers and fosters.
- separating expired food from good food and distributing excess inventory to others (pet food bank, other rescues, etc.)
- recommending and implementing procedural changes to help the facility to run more smoothly.
- ensuring a well-coordinated reception of all materials, items, and products, and making sure they are sorted, labelled, and stored efficiently and effectively.

Qualifications:

Superior organizational skills.

Decisiveness, initiative, attention to detail, and high accuracy

Analytical ability as well as organizing and planning skills to effectively manage the flow of stock

People management skills, including the ability to explain ideas, delegate work, motivate, and lead and inspire members of the team

Excellent written and oral communication skills