



Retail Stock Clerk

Aurora, IL

Your Role:

Stock mobile displays with Feed My Starving Children (FMSC) MarketPlace merchandise and supplies for timely shipment to MobilePack™ events, and receive and count inventory.

Pay, Schedule & Benefits:

- This is a part-time, non-exempt (hourly) position. Average hours are approximately 10 hours/week over the course of a year, but the schedule is highly variable. Actual weekly hours will be between 0-24 hours based on operational needs, with June-August generally having few hours. Work is primarily during weekday daytime business hours (flexible schedule available), but occasional evening and weekend hours required.
- Approximately 2-4 expenses-paid domestic trips required annually.
- [Benefits](#) include paid sick time and 401(k) with employer match.

What You'll Do:

- Stock merchandise and supplies in mobile display units, following established procedures and guidelines.
- Review event shipping and receiving schedule, and plan duties accordingly to ensure timely completion of tasks, i.e. displays are ready for shipments, merchandise is counted post-event, etc.
- Receive and count inventory, compare to transfer forms or point-of-sale system sales reports and update system with counts.
- Monitor inventory levels and communicate needs to Retail Inventory Specialist.
- Maintain organized inventory of merchandise and supplies in warehouse.
- Perform periodic count of all MarketPlace inventory in warehouse as assigned.
- Serve as a point-of-sale system administrator, i.e. enter inventory, transfer goods, balance inventory, generate reports, etc.
- Lead MarketPlace retail operations at special events, as needed.
- Perform other duties as assigned.

Your Qualifications:

- Commitment to support and promote FMSC's Christian mission and goals.
- Minimum of high school diploma or equivalent required.
- Able to stand for up to 8 hours, push, pull, repeatedly lift 30-50 lbs., bend, twist and use hand tools like scissors.
- Able to prioritize, manage multiple tasks, work efficiently and meet deadlines.
- Excellent organizational skills with a high degree of detail, accuracy and follow-up.
- High level of energy and self-motivation, and able to work well independently and as part of a team.
- Proficiency with Microsoft Office, including Excel. Able to learn new software applications.

Your Team:

- Work location is Aurora, IL. Reports to Retail Inventory Specialist.
- [Join our group](#) of professional world-changers. Work alongside dedicated, talented folks.

To Apply: Go to www.fmsc.org/apply. Please use Internet Explorer and delete your browsing history (specifically your cookies) for improved functioning of the online application.