



SEARCHING FOR

volunteers



for our

Community and Civic Engagement

DEPARTMENT

JOB TITLE

Inventory Organizer

DESCRIPTION

This inventory organizer will assist in organizing and taking inventory the outreach materials and supplies stored at our offices. This volunteer counts out and marks amount of items, organizes supplies with like-items.

RECOMMENDED SKILLS

Fluent or strong mastery of English. Very good memory for location of items and strong organizational skills.

PLUSES

Fluency in additional languages other than English. Neat handwriting.

LOCATION

Akron

SCHEDULE

3-5 hours a week; Mon thru Fridays from 10:00am to 3:00pm

HOW DOES THIS BENEFIT ME?

This opportunity will allow volunteers to develop skills in organization and efficient stock-inventory. The volunteer can utilize creativity for better systems for outreach workers to efficiently document used supplies and predict when re-stocks are necessary.

INTERESTED?

Please contact Kelly Le, kle@asiaohio.org, 330-535-3263 ext 5301



Looking for other opportunities? Check us out at asiaohio.org
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NOV.2023.

