



SEARCHING FOR

volunteers

for our

International Community Health Center

DEPARTMENT

JOB TITLE

Inventory & Supplies Organizer

DESCRIPTION

This inventory and supplies organizer will assist in organizing and taking inventory the clinic supplies. This volunteer counts out and marks amount of items, organizes supplies with like-items, and properly re-stocks items on shelves for easy access.

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 effective stock-inventory. The volunteer can utilize creativity for better systems for clinic staff to efficiently find and utilize supplies and predict when re-stocks are necessary.

INTERESTED?

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



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