



## Redwood Gospel Missions Procurement Assistant

The Redwood Gospel Missions, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed.

**Location:** 1821 Piner Road, Santa Rosa  
**Ministry:** Industrial Ministries  
**Time Commitment:** Part Time  
**Supervisor:** Procurement Manager

**Position Summary:** Phone calls & customer service for donation pickup requests for Santa Rosa and Rohnert Park thrift stores. Working with drivers to ensure timely pickups and excellent customer service. Tracking and monitoring donation procurement effectiveness. Building a customer base.

**Qualifications:** Good phone & customer service skills; strong verbal communication skills. Proficiency in Microsoft Word & Excel; good organizational, analytical and deductive reasoning skills. General data entry experience; team player, positive attitude, good under pressure. Flexibility to cover needs that may arise outside the usual job description.

### Duties &

#### Responsibilities:

- \*Respond to all donation & dispatch calls for Industrial Ministries.
- \*Engage in customer service & respond to other store inquiries; problem solve phone calls & dispatch changes as they arise.
- \*Schedule mercury mail routes. Chart the effectiveness of routes.
- \*Schedule all other pick-ups and special donation requests. Provide maps, printout and phone backup for field agents.
- \*Schedule & dispatch all Industrial vehicles; interact with field agents as needed.
- \*Daily production data input.
- \*Daily sales data input & weekly sales reports.
- \*Weekly ragout reports & comparison with production/sales reports.
- \*Any reporting requested by manager.
- \*Manage fuel receipts and turn in to accounting monthly.
- \*Work with and track court ordered volunteers.
- \*Be familiar with and follow all Industry policies & procedures.
- \*Other duties as assigned by supervisor.