

Position: Central Distribution Specialist

Reports to: Staff Development Director

Job Location: Arden, NC

Position Type: Part-Time, (20 Hours)

Summary of Position:

The Central Distribution Specialist is responsible for managing and maintaining office supplies and distribution areas to ensure that Biltmore Church Campuses are equipped to do ministry effectively. This role involves office supplies inventory management and distribution of resources to campuses and departments as needed.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group is expected.
- Demonstrated initiative with an ability to work effectively apart from close supervision

Essential Responsibilities

- Receive and process incoming orders and packages for various departments within the organization.
- Perform quality checks on incoming and outgoing items and handle damaged or defective items appropriately.
- Prepare, pack, and label shipments and business mail accurately and efficiently.
- Coordinate with Central departments to ensure that items are ready for pick up by Campuses in a timely manner.
- Maintain detailed records of inventory, orders, and shipments.
- Ensure that distribution areas maintain a safe, clean, and organized environment.
- Run point on fulfilling Amazon orders for the organization.
- Continually identify opportunities for distribution improvements and efficiency enhancements.
- Serve as the primary backup for the front desk during times when the receptionist is unavailable.
- Periodically assist the Staff Development Director with large organizational events like staff retreats and staff meetings.
- Purchase office supplies, printing supplies, equipment, and furniture based on the organization's needs, standards, and budget. Monitor stock levels and reorder proactively.
- Manage the distribution of office and printing supplies to different departments and employees.
- Ensure supplies are accessible and well-organized for staff members.