

Shipping and Distribution Assistant

The Shipping & Distribution Assistant works in conjunction with the distribution team to ensure the safe packaging and delivery of pasteurized human milk. This position requires high-level attention to detail, reliability, and a team attitude. This role will serve as the Milk Courier position for back-up and support. This aspect of the role requires the ability to serve as an organization ambassador to the communities and healthcare entities that we serve. The position requires a valid Oregon driver's license and exemplary driving record.

Employment Status: Non-Exempt/Part-Time

Location: Tigard, Oregon (on-site)

Schedule: 24-30 hours a week (M-Th)

Compensation: Starting at \$18.00/hr

Reports to: Distribution Manager

Responsibilities

- Works as part of the distribution team to receive, pack and ship orders for donor milk in accordance with company policy.
- Assures frozen donor milk is packed appropriately, and in a timely manner to meet shipping and delivery deadlines.
- Follows safety and lifting protocols during packing, shipping, unpacking of supplies and deliveries.
- Assists with warehouse organization and unpacking of received shipments.
- Acts as support and back-up to Milk Courier:
 - Using company vehicle, delivers pasteurized donor milk to our customers in a safe, courteous, and timely manner.
 - Picks up milk donations from Milk Drop locations or milk donors' homes in a safe, courteous, and timely manner.
- Works collaboratively with Milk Recipient Coordinator in serving outpatients. Assists with packing and shipping of outpatient orders.
- Establishes and maintains outstanding relations with milk donors and hospital partners.
- Inspects delivery vehicle daily and ensures the safety and security of the loading and unloading process. Maintains basic vehicle functions and weekly inventory.

Qualifications Necessary

- Belief and enthusiasm in the mission of Northwest Mothers Milk Bank.
- Drug testing upon hire and as needed per insurance mandate.
- Must be willing to adhere to NWMMB/Health System Requirements COVID-19 policies and wear PPE, where applicable (provided)
- Strong organizational skills with the ability to meet deadlines.
- Ability to lift and carry up to 50 lbs.
- Ability to work both independently and collaboratively as part of a team.
- Proficient use of Microsoft Office and donor database systems.
- Experience in managing detailed data and reporting.
- Willingness to interact positively with new and existing community partners.
- Valid Oregon Driver's License and exemplary driving record.

About us

Northwest Mothers Milk Bank is a community-based, nonprofit, human milk bank affiliated with the Human Milk Banking Association of North America, serving hospitals and families in Oregon, Washington, Alaska and beyond. Our mission is to improve the health and survival of the Northwest's most vulnerable babies. Based in Portland, Oregon we carry out our mission through the safe collection and distribution of human donor milk, education, advocacy, and research.

Please provide a current resume to jobs@nwmb.org for consideration.

Candidates may be asked for examples of written communications and content creation prior to the interview process. The position will close after receiving a pool of applicants. We are looking for someone to join our team immediately, pending interview process, reference checks and background screening.

Out of respect for the milk bank staff, please do not call the milk bank directly.