

Meeting Healthcare Needs Locally and Globally



Hands of Hope Northwest is a non-profit charity that collects medical equipment and supplies and makes them available to those in need both locally and globally. Applicants should be prepared to start within two weeks of acceptance.

International Shipping Coordinator at Hands of Hope Northwest Inc.

The International Shipping Coordinator is responsible for coordinating the preparation, donation, and shipping of medical equipment and supplies to our overseas partners (consignees), organizations within the United States, and individuals going on mission trips. This position reports directly to the Executive Director.

Duties and responsibilities

The following are duties and responsibilities of this position.

- Correspondence with potential partners/consignees in establishing qualification for partnership status, including reference investigation and “due diligence” involved in that establishment of qualification.
- Coordination of partner “needs evaluations” to determine the appropriateness of equipment and supplies to be shipped.
- Coordination of equipment and supply assignment from available inventory, working closely with the Facilities Manager in preparation of the loads for shipment.
- Verification of quality and standards of the supplies and equipment to be shipped.
- Completion of the documentation required for container shipment.
- Coordination of load day logistics, working closely with the Facilities Manager for personnel assignment and final load staging logistics.
- Supervision of volunteers who have been assigned to assist with load preparation.
- Provide weekly reports to the Executive Director regarding the status of currently pending and en-route shipments.
- Occasional travel to international locations for site surveys, as well as to attend national conferences with partner mission organizations.
- Assist in the office as needed.
- Other responsibilities as directed by the Executive Director.

Qualifications

- Must be a self-starter and be able to set and accomplish goals with a minimum of supervision.
- Ability to relate well to the public and volunteers in person and on the phone.

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- Proficient in Word, Excel, with good data entry skills.
- Ability to complete extensive documentation with meticulous attention to detail.
- Ability to understand and follow specific instructions and procedures.
- Past experience preferred with international shipping and familiarization with various documents involved in preparing and sending an international shipment.

Skills and knowledge

- Ability to cope with stress
- Team player
- Problem solving and analytical ability
- Excellent communication skills, such as ability to interact well by telephone and email
- Networking skills
- Computer literacy

Experience/Education

- Prefer at least 1 year prior experience in a similar position.
- Evidence of familiarity with job duties and responsibilities, obtained in a related fashion.
- Bachelor's degree or equivalent experience preferred.

Other Qualifications

- Physical qualifications: Must be able to lift boxes of approximately 25 pounds and be able to ambulate efficiently in a warehouse environment.

Salary and Benefits

- \$12.50 per hour
- Paid holidays
- Ten days paid vacation after one year of service
- Sick Leave

This position is part-time, approximately 20-25 hours per week. Please send a resume and application to director@handsofopenw.org or Attention: Director 1201 S. Powerline Rd. Nampa, ID 83686. Position applications may be found at www.handsofopenw.org. Position open until filled.