



## HIMALAYAN CATARACT PROJECT

**TITLE:** Logistics Coordinator

**REPORTS TO:** Director of Procurement

**LOCATION:** Silver Spring, MD

**TYPE:** Part-time, 20 hours/week

### **ORGANIZATIONAL PROFILE:**

Himalayan Cataract Project (HCP) works to provide critical eye care services, training for health professionals, and enhanced eye care infrastructure throughout Asian and Sub-Saharan Africa. Thirty-nine million people are needlessly suffering from blindness worldwide, 18 million of whom are blind from treatable cataracts that can be cured with a 10-minute, \$25 surgery. HCP has offices in Vermont and in the Washington, DC metro area, with programs in 7 countries on 2 different continents and an estimated 75 implementing partners.

Himalayan Cataract Project is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

### **SCOPE OF WORK:**

The Himalayan Cataract Project's Logistics Coordinator will be responsible for overall support of HCP's Logistics & Procurement functions. The Logistics Coordinator will work alongside the Director of Procurement and the Procurement Coordinator, as well as internal and external partners, to manage the high volume of daily activity. The Logistics Coordinator will help to manage inventory, arrange shipping and delivery, and develop SOPs to improve efficiency of Technology & Procurement (TaP) systems, enhancing the output of the small, efficient and results-driven team.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Logistics Coordinator**

- Coordinate logistics for shipping, receiving and tracking equipment and consumables
- Prepare and manage required shipping documentation per country requirements
- Pack and label shipments for distribution to HCP partners
- Track and update shipment status to end destination
- Manage and coordinate deliveries and pickups to and from off-site warehouse
- Aid in Inventory Management, both local and remote, including making Inventory Adjustments for shipped items and managing expiration of inventory
- Work with HCP partners & customs overseas to ensure on time delivery

- Help to coordinate the introduction of an enhanced inventory system
- Maintain and organize storage of equipment and supplies at multiple locations
- Pick up and move boxes of different sizes and weights
- Draft SOPs

### **Knowledge and Learning**

- Learn, then cultivate and manage inventory management systems in country and overseas facilities
- Maintain Knowledge HCP's Dropbox file-sharing system
- Stay abreast of current international shipping and handling requirements and documentation

### **Other Responsibilities**

Be a willing participant in all aspects of the Technology & Procurement program, including accounting, operations, federal grant management, partner relations, vendor relations, planning, and project management. All employees are expected to work as a team and to contribute to any activity that could promote the success of the organization.

### **QUALIFICATIONS:**

Candidates should possess excellent communication and decision-making skills:

- Ability to lift and pack boxes in confined spaces
- Basic knowledge of customs documentation and preparation
- Problem solving ability, excellent communicator, good numerical and report writing skills
- Able to develop and maintain effective relationships with internal and external stakeholders
- Good interpersonal, training, and conflict resolution skills

### **Preferred Skills**

- 1-3 years' experience in logistics field and or bachelor's degree
- Intermediate or advanced knowledge of Microsoft Office Suite – Excel and Word
- Experience working with accounting software (QuickBooks, SAP) to generate reports
- Some knowledge and organization of inventory management
- Familiarity drafting management and meeting Reports

### **WORKING WITH HCP:**

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in low to middle income countries with a firm commitment to eradicating unnecessary blindness and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative and creative thinkers with a passion for our mission.

### **To Apply**

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: [jobs@cureblindness.org](mailto:jobs@cureblindness.org)

**Himalayan Cataract Project considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.**