



Please include examples of relevant work when submitting your resume. Thank you!

JOB DESCRIPTION | PRODUCTION & INVENTORY MANAGER

Overview

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact. We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is seeking a person with strong interpersonal, organization, communication, problem solving and administrative skills to fill this immediate open full-time position.

The Production & Inventory Manager is responsible for ensuring that Renew is delivering the highest quantity and best quality equipment to the field in a timely manner. This manager oversees all of the production staff who are fulfilling requests for Vista Systems, LightStreams, Audio Bibles, and MicroSD cards. They are also responsible for overseeing and maintaining proper counts of all of Renew's inventory assets.

Duties & Responsibilities

Production

- Oversee the entire Production department and ensure that all orders are being built and fulfilled in a timely manner and with excellence.
- Oversee the loading of media onto audio Bibles, LightStreams, and MicroSD cards and ensure all orders are being fulfilled in a timely manner.
- Create & maintain a culture of excellence for the people in the departments you are managing and leading.
- Work with Management to determine equipment build quotas and make sure that the Production department is meeting those quotas on a daily/weekly/monthly basis.

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- Help design and implement most efficient Production processes and Production room layout
- Manage Production staff and volunteers to most efficiently meet quotas.
- Assist Management in determining and managing Production staff and volunteer schedules.
- Have a high level of familiarity with Renew's digital media library and know how to navigate the catalog of languages & media.
- Have a high level of familiarity with Renew's equipment and how to load and troubleshoot each piece of equipment.

Inventory

- Oversee Renew inventory and ensure all inventory is appropriately stored, cataloged and updated in Quickbooks.
- Work with accounting & logistics departments to ensure all inventory is properly accounted for and proper procedures are followed.
- Provide updated weekly/monthly/quarterly reports on the status of production build outs for Management and Accounting. Update these numbers in Quickbooks on a weekly basis.
- Ensure that the inventory in our local warehouse accurately reflects the numbers in Quickbooks, and follow proper procedures to update inventory as needed.
- Communicate with the Quality Control team to help set priorities for QC-ing newly received equipment.