



Service. Healing. Transformation.

Inventory Coordinator – DR site

About the Organization

One World Surgery (OWS) is a nonprofit organization with the vision of a world committed to safe, timely and accessible surgical care. Our mission is to ignite the spirit of service and transform lives by providing access to high-quality surgical care globally. OWS funds and operates the world-class Holy Family Surgery Center in Honduras and the second site has recently opened in the Dominican Republic. Our nonprofit is dedicated to helping thousands of underserved patients receive surgical and primary care and helping hundreds of physicians, nurses and others contribute to making a positive impact on global health. With the support of 100 global teammates, One World Surgery hosted nearly 50 medical missions and over 1,200 volunteers in Honduras and the Dominican Republic since 2022.

One World Surgery has a strong mission-oriented and values-based culture with passionate and highly engaged teammates across the Dominican Republic, Honduras, and the United States. We embody the spirit of service and seek to learn and continuously improve to expand our impact on patients, volunteers, and communities. We foster supportive working environments where teammates can utilize their skills and grow professionally. We regularly connect as a global team to celebrate personal and organizational milestones.

Position Summary: The Inventory Specialist is responsible for maintaining the facility's inventory to support patient care and to achieve organizational goals as directed by management. This person will be responsible for effective inventory control, overseeing the facility's inventory management and plan. This position works closely with the US-based Director of Clinical Services and Quality, Inventory Manager, Supply Chain Manager and local clinical leadership.

Reports to: Director of Clinical Services and Quality

Key Responsibilities

Receipt and Distribution of Warehouse Supply and Floor Stock

- Maintains adequate levels of inventory within the main warehouse, not letting stock items deplete in warehouse or in facility, including office, maintenance and cleaning supplies
- Receives supplies/donations from hospitality manager that are carried down by volunteers. Will then verify the custom paperwork from Supply Chain Manager and record inventory.
- Will be responsible for supplying all the request for the delivery of supplies made by those responsible for the different service areas. This includes all medical inventory in primary care, outreach community, and surgical areas.
- Will work with customs agents and local attorneys to facilitate the arrival of container or items being shipped from the US.

- Will work with Director of Clinical Services and Quality and Inventory Manager to help find the cheapest options for certain supplies whether in the country or US
- Will work with customs agents and local lawyers to facilitate arrival of container or shipped items
- Receives items (local purchase, donations or container) and enters them into ENVI inventory system
- Keeps all departments (in the country and US) informed of shortages and any supply issues affecting requests/need, including safety stock alerts
- Meets all established deadlines for the ordering, receipt, delivery, and storage of supplies
- Will assist the facility pharmacist or pharmacy tech in purchasing and completing inventory
- Will be responsible for the unloading, organizing, and inventory of containers that arrive at the facility. Will coordinate with different departments for the organization of the team to support the container arrival and organizing the team to assist with emptying containers efficiently.

Inventory Control

- Performs monthly physical inventories in the main warehouse
- Carry out quarterly inventories together with those in charge of other locations.
- Carry out ENVI entries on a daily basis
- Maintains distribution and bulk storage areas arranged by sections; labels shelves in areas to note what items belong on what shelves
- Identifies potential problems in a timely manner, and notifies supervisor in a timely manner
- Responsible for container arrival, unloading, inventory control, restocking, and updating ENVI (up to 4 containers yearly)
- Generation of reports requested by inventory manager or Director of Clinical Services and Quality
- Participate in regular calls to evaluate needs for upcoming medical mission trips to minimize emergency orders and communicate with local and US team for inventory plan for upcoming 3-4 months
- Contacts local vendors for alternative supplies required, and communicates to all local vendors, sales representatives and accounts as liaisons for clinical teammates
- Practices FIFO (first in, first out) method of inventory control and checking supplies for expiration dates
- Publish daily the inflow and outflow of all supplies using ENVI software
- Coordinates local medication order for clinic and ASC with facility pharmacist, pharmacy tech, or Director of Operations

Required Qualifications

- University degree or equivalent.
- Minimum of 3-year previous medical experience in related fields (Purchasing, CS, SPD, or Receiving)
- Bilingual (English and Spanish spoken)
- Experience working with remote manager
- Knowledge of inventory/stock procedures, supply orders, par levels, and equipment
- Detailed oriented with excellent organizational skills
- Passion for service and global health
- Excited to work on a diverse team that spans multiple countries
- Self-directed and able to operate independently

- Exceptional communication skills
- Demonstrated computer skills
- Ability to frequently lift and carry articles 25 lbs. or over

Preferred Qualifications

- Knowledge of working with inventory computer programs

Location: One World Surgery's facilities are located on the property of Nuestros Pequeños Hermanos San Pedro De Macoris, Dominican Republic

Status: This position is Full time. Occasionally, evening and weekend hours are required.

Benefits: One World Surgery provides all benefits as required by Dominican Law. One World Surgery also provides private employee bus service, lunch during all workdays, and breakfast during medical missions.

To apply, submit your CV through our application [here](#).