



### **Job Description**

**POSITION:** AHM Inventory Assistant  
**SUPERVISOR(S):** Senior Store Manager, Chris Zaloga  
**DEPARTMENT:** Clinical Business Operations  
**LOCATION(S):** AOMA Herbal Medicine South  
4701 West Gate Blvd. Bldg. B., Austin, Texas 78745  
AOMA Herbal Medicine North  
2700 W. Anderson Lane suite 509, Austin, Texas 78757

#### **PURPOSE:**

The AHM Inventory Assistant will provide support to AOMA Herbal Medicine management and staff during scheduled store inventories (quarterly).

#### **EDUCATION RELATED SKILLS:**

This position exposes a student to inventory processes, which are vital back-office administrative tasks necessary to running a herbal dispensary. It includes minor exposure to traditional Chinese herbal medicine, including herb names and measurement practices, and product familiarity.

#### **GENERAL DESCRIPTION**

- Follow given instructions to complete accurate inventory of all store merchandise.
- Inventories are conducted on weekends – South store on Saturdays, North store on Sundays.

#### **DUTIES**

- Accurately counting store merchandise
- Recording counts accurately and legibly
- Assisting AHM staff with weighing powder and bulk herbs, and recording weights accurately and legibly
- Dusting and fronting shelves post-inventory
- Other inventory duties as assigned

#### **MINIMUM REQUIREMENTS**

- Be a current student at AOMA in good academic and financial standing and be eligible for the Federal Work-Study program.
- Demonstrate professional demeanor and attention to detail.
- Demonstrate work ethic (integrity, punctuality, confidentiality).
- Adhere to all AOMA employment, dress code, and confidentiality policies, including HIPAA and FERPA.
- Be able to stand for extended periods of time as-needed by inventory

**RATE OF PAY:** \$12.00/hour, approx. 12 hours per inventory weekend (4 per year)

**BEGINNING AND END DATES:** AHM inventories are scheduled quarterly – March, June, September, December.

**HOW TO APPLY:** Send cover letter and resume to [czaloga@aoma.edu](mailto:czaloga@aoma.edu)