

## Summary

The Supply Chain Coordinator will play a critical role in managing and optimizing the flow of goods and materials through the company's supply chain. This position will act as the key link between suppliers, warehouses and customers to ensure efficient procurement, scheduling, inventory management and timely delivery, focusing on operational continuity, cost-effectiveness, and problem-solving through data analysis and vendor communication to meet company goals.

**Essential Duties and Responsibilities** include the following, other duties may be assigned.

- **Inventory Control:**
  - Monitor and manage inventory levels to ensure adequate supply while minimizing excess.
  - Perform regular cycle counts and reconcile discrepancies.
  - Implement and maintain best practices for inventory accuracy and control.
  - Collaborate with internal teams to forecast demand and manage reordering processes.
- **Shipping & Receiving:**
  - Coordinate inbound and outbound shipments, ensuring timely and accurate delivery.
  - Oversee the receiving process, ensuring all items are properly inspected, recorded, and stored.
  - Prepare shipping documents, including bills of lading, packing slips, and customs documentation.
  - Communicate with carriers to arrange pickups and deliveries.
- **Logistics:**
  - Plan and coordinate the transportation and distribution of goods.
  - Optimize shipping methods and carrier selection to improve cost efficiency and delivery times.
  - Track shipments to ensure on-time deliveries, troubleshooting any delays or issues.
  - Maintain relationships with logistics providers and negotiate rates.
- **Data Analysis & Reporting:**
  - Track key supply chain metrics, including inventory turnover, delivery accuracy, and costs.
  - Provide regular reports to management on inventory status, shipping/receiving performance, and logistics efficiency.
  - Analyze data to identify trends, inefficiencies, and areas for improvement.
- **Collaboration & Communication:**
  - Work closely with procurement, production, and sales teams to ensure alignment of inventory levels with customer demands.
  - Communicate effectively with suppliers, carriers, and internal stakeholders regarding order status, inventory issues, and delivery timelines.
  - Coordinate with cross-functional teams to resolve any supply chain disruptions or delays.

## Skills and Qualifications

- Strong skill in production scheduling.
- Excellent organizational and problem-solving skills.
- Effective interpersonal and written communication skills

- Proficient in supply chain software (SAP, Oracle, or similar platforms).
- Strong communication skills and ability to work in a team-oriented environment.
- Experience working with 3PL providers and transportation carriers is a plus.

### **Supervisory Responsibilities**

This position is responsible for overseeing the work of up to 10 hourly warehouse associates.

### **Work Environment**

The majority of this position will take place in manufacturing environment with approximately 70% in a standard office environment and 30 % on the Warehouse floor. The employee will be expected to work with general office equipment, including but not limited to: Telephones, fax machines, postage machines and shredders.

The employee will be expected to work on and with all forms of mobile equipment in operation at the facility at any given time.

The Warehouse environment is identified as frequent and harsh, exposures include:

- Odor, Heat, Cold, Wetness, Noise and Dust.

### **Education Requirements**

- Bachelors Degree in Supply Chain Management or related field or
- 2+ years of experience in supply chain coordination, logistics, warehousing or inventory management.