



## JOB POSTING

DATE: October 15, 2020  
JOB TITLE: Supply Chain Coordinator  
WAGE RANGE: TBD  
DEPARTMENT: Supply Chain  
REPORTS TO: Manager, Supply Chain – Tim Cutler

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### **Job Summary:**

This position is responsible for providing administrative support within the Supply Chain group.

### **Deliverables:**

Support Supply Chain through accurate and timely data entry, report generation, technical document development, etc.

### **Job Duties:**

- Create/maintain Supply Chain ERP system data including vendor data, pricing, item master data, CRM files, etc.
- Maintain supplier and ingredient food safety document library to meet customer requirements.
- Provide accurate and timely reports to appropriate staff (i.e. Transportation Coordinator, Purchasing Coordinator and Operations staff).
- Assist other Supply Chain Team members with scheduling and reporting tasks.
- Act as primary backup for Transportation Coordinator & Purchasing Clerk.
- Support and maintain portions of controlled document library (Sharepoint),
- Collaborate within department in areas of achieving pricing directives, transportation practices, etc.
- Other duties as assigned

### **Education and Qualifications:**

- Some College education preferred and/or two (2) years of general office / administration experience.
  - Motivated self-starter who can work independently, with excellent attention to detail.
  - Excellent time-management, interpersonal, communication and organizational skills.
  - Strong computer knowledge and familiarity with Windows environment (Outlook, Word, Excel), ERP system experience a plus.
  - Ability to collaboratively achieve company objectives within diverse interdepartmental groups and outside resources.
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This position is being posted **internally and externally**. Interested internal parties are to submit their interest for this position in writing in the appropriate ***Bid Box***. **Internal candidates that bid will be required to submit a resume detailing their educational and work experience qualifications.**