JOB TITLE: Supply Chain Coordinator

GRADE: TBD STATUS: EXEMPT

ORGANIZATIONAL RELATIONSHIPS:

REPORTS TO: Manager, Sales and Operations Planning

POSITION SUMMARY:

The Supply Chain Coordinator will support activities of Sales and Operations Planning, Customer Service, and Production Departments. This position is expected to interface with multiple departments both internal and external. The primary responsibilities is to oversee the daily supply chain and logistics operations for rail shipments and receipts. This also will include rail fleet tracking and assisting with supply chain optimization within the terminals and warehouses network.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Rail Car Fleet Tracking
   - Communicate rail car tracking and tracing activities throughout the organization by generating and maintain reports.
   - Assist Manager S&OP in rail car fleet size optimization.
   - Work with the rail car maintenance coordinator by preparing and maintaining necessary shipping papers for shopped rail cars.
   - Maintain rail car repair accrual report.
   - Maintain rail incident records including FRA notifications, Chemtech notifications, OTMA documentation and DOT notifications.

2. Transportation/Shipping
   - Prepare, coordinate, maintain and monitor all rail shipping documentation and activity with the railroad and plant personnel.
   - Act as the point of contact with all Rail Roads.

3. Raw Material Tracking
   - Raw Material (KCl) inventory tracking
     - Receipt of Salt inventory into the ERP system
     - Processing of invoices in ERP system

4. Supply Chain Optimization
   - Assist the Manager of Sales and Operations Planning in strategizing and developing process that make the supply chain more efficient.
     - Includes planning and reviewing terminal and warehouse utilization as well as trucking and rail optimization.
5. **ISO / Business Discipline**
   - Investigate and initiate Corrective Action Reports (CARs) in support of ASHTA’s ISO/Business Discipline (BD) system.
   - BD Action review and resolution.
   - ISO/BD procedure creation and review as require.

6. **Misc.**
   - Maintain appropriate level of DOT Hazardous Materials training relating to shipping papers.
   - Back-Up for Plant Access Coordinator as needed - supporting the federally regulated and Responsible Care® Security Program.
     - Visitor Interaction/Communication with contact.
     - Answer Main Switchboard.
     - Operate Security Gate.
     - Maintain inventory of safety equipment as coordinated with Safety Department.
     - Receive packages from various vendors.

7. **Other responsibilities as needed.**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficient in Microsoft Office Suite of Software including, MS Word, Excel, Access, and Power Point.
- Familiarity with ERP systems; specifically, Deacom.
- Excellent organizational skills, ability to work across functional groups within ASHTA, ability to interface successfully with suppliers and sub-contractors.
- Experience in Supply Chain, Inventory Management and/or Logistics.
- Excellent analytical skills
- Attention to detail.
- Appropriate level of Hazmat (Hazardous Materials) Certification(s)
- Bachelor’s Degree in Business or related field preferred.

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Revision Date: 4/17/21