

Supply Chain Specialist

Company is searching for a full-time Supply Chain Specialist to keep Company's procurement and inventory processes running smoothly. The successful candidate will perform all levels of internal and external supply chain related duties as directed by their Manager. This position will include both reoccurring and one-off projects covering purchasing, inventory, shipping, receiving, and logistics functions as related to internal supply chain duties. As part of a fast-paced company offering growth potential, candidates must be pro-active, energetic, dependable, resourceful, well organized, extremely detail oriented, and have a great work ethic.

Primary Responsibilities

- Perform supply chain related duties to ensure an unobstructed material flow to and from our vendors
- Coordinate the purchasing and receiving processes for materials and services (for inventory and non-inventory items)
- Organize logistics for materials to and from vendors
- Manage vendor relationships (domestic and international) through email and phone call correspondence
- Create and receive purchase orders, using ERP system
- Work with other Company personnel to formulate material purchase plans based on sales projections
- Perform other related planning and procurement duties as required
- Receive, create and maintain P.O.'s, both hard and electronic, as well as keep backup documentation related to the creation of P.O.

Skills and Qualification Requirements

- College BA or BS degree preferred with hands-on material planning, purchasing, and inventory management experience recommended
- Proficiency in Microsoft Office applications predominantly Excel and have an aptitude to learn new software applications
- Have extreme attention to detail and high level of accuracy with effective organizational skills
- Comfortable with evaluating incoming information and making decisions based on all relevant data
- Excellent written and verbal communication skills is a must
- Be a self-starter and work efficiently and effectively as an individual or in a team collaboratively with a minimum amount of administration
- The ability to be successful and thrive while multi-tasking, prioritizing and working on a variety of projects at once
- Have a great can-do attitude and work well with others even on the busiest days
- Be dependable, on-time, and have reliable transportation

- Able to pass a pre-employment background check and drug screen
- U.S. Work Authorization required

Compensation:

Pay rate will be based on previous related experience and demonstrable skills. General work hours are Monday – Friday, 8 a.m. – 5 p.m. Benefits include Employee contributed Comprehensive Health Care Coverage, Dental, Disability, Life Insurance and Matching Retirement Account.

COVID-19 considerations:

This position will be onsite. All onsite employees will have temperature screenings twice a day and are required to wear a mask if working around others or in our warehouse.