



Example of Supply Coordinator Job Description

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Our company is growing rapidly and is hiring for a supply coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for supply coordinator

- Manage all vendor shipments
- Coordinate all signed items to and from partners to our fulfillment center
- Input SKUs in WMS
- Collect and manage all vendor, fulfillment, and shipping invoices for each campaign
- Complete all other merchandise backend operational tasks
- Provides support to the strategy implementation and business development activities
- Develops master shipping plans and all loading schedules in support of internal/external customer service requirements and warehouse efficiencies for manufactured materials
- Demonstrate understanding of safety requirements and their importance including prevention, preparedness, emergency planning and reactions to alarms
- Reports and purchases monthly inventory for packaging used w/in the facility shipping supplies
- Responsible for customer invoicing, including product deliveries, spare parts shipments, equipment fees

Qualifications for supply coordinator

- You are meticulous and demonstrate excellent attention to detail

- You have strong analytical and quantitative skills and can use data and metrics to drive decision making
- Computer skills for the application required in the area (ERP
- Availability & flexibility