



# Example of Supply Coordinator Job Description

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Our growing company is hiring for a supply coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for supply coordinator

- Act as the local arm of JSC to deploy new added value initiatives aiming at increasing the market competitiveness of Janssen companies
- Checks stock levels and orders all raw materials in an accurate, safe and efficient manner while adhering to all Government, Corporate, and suite regulations, rules and guidelines
- Assists as necessary in ensuring that all related procedures are accurately maintained
- Coordinates logistics for outgoing and incoming deliveries pertaining to raw materials supply
- Manages inventory of raw materials
- Acts as focal point for vendors with respect to supply and demand issues
- Generates purchases orders (PO's)
- Reconciles PO's vs receiving
- Spends time on the production floor conducting cycle counts and investigating discrepancies
- Acts as the site HR Contact

## Qualifications for supply coordinator

- 3 years of experience in corporate environment
- Minimum of Bachelor's degree in business, finance, engineering, marketing, economics, optimization, accounting, or related field of study required
- Minimum 3 years commercial operations/trading/optimization experience in

- Strong proficiency with computer applications including Outlook and Microsoft Office (esp
- Maintains employee files on-site and works closing with off-site Sr