



Example of Supply Coordinator Job Description

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Our growing company is hiring for a supply coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for supply coordinator

- Inventory Management & Scheduling – actively manage and schedule the Company's fuel inventories to ensure optimal inventory balances
- Supply & Market Analytics – help perform on-going analysis of supply and demand patterns in inventory locations of responsibility to ensure optimal supply blend
- Prepare and distribute reports and decision-support tools according to outlined schedule
- Keep Process Documentations up to date and accurate
- Assist and Support Supply Chain Reporting process improvements
- Direct the hiring, training, supervision, mentoring, and performance evaluations of Supply Chain staff
- Translate yearly, monthly, weekly goals and targets into well-organized day-to-day activities for the Supply Chain teams and ensure a proper coordination with other department and relevant stakeholders
- To lead and direct departmental health and safety objectives and to support Company directed health and safety directives which provide for a safe and healthful workplace for all DexSys employees
- Track inventory containment and return to supplier all non-conforming products
- Contact to external partners

Qualifications for supply coordinator

- Ability to multi task / troubleshoot

- Experience in working with cross functional stakeholders
- A minimum of one (1) year of work experience in Procurement, Hospitality, Project Supply Management, Design or related field
- Supply chain knowledge, logistics experience
- Inventory control and management – Understand the local impact