



Example of Supply Coordinator Job Description

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

Responsibilities for supply coordinator

- Administrative support related to InMarket and Repacking activities
- Work closely with Inventory Control to coordinate product movement, warehouse slotting changes and production rotation process
- Ensure various reports and code changes are in line with all corporate standard operating procedures
- Contribute to overall facility layout and design planning
- Update Smart Buy system (TelaPoint) with terminal outages, changes in strategy, allocations and supplier outs
- Review Daily Fuel Margin report and Scorecard to identify opportunity loss
- Ensure supplies, equipment and services are ordered and delivered in a cost effective manner
- Oordinate the ordering and receiving of supplies required for the day to day ASC operations
- Control and manage inventory expenses and coordinate accounts payable functions with AP
- Speaking/Emailing with vendors

Qualifications for supply coordinator

- Able to manage diverse, routine and ad hoc projects simultaneously using creativity and independent judgment
- Demonstrates knowledge of refinery and process units, including which process units make which products, basic refinery economics including crack spread and basic refinery language and metrics such as turnaround, reliability

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Can translate this knowledge into foreseeing how the impacts and changes in
the refinery will affect Fuels North America

- Pharmacy technician experience and pharmacy buyer experience
- Additional training in specialty areas (such as automatic dispensing technology, controlled substances and satellite pharmacy)
- Key skills include time management and customer service