



Example of Supply Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of 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

- Project management or coordination
- Process improvement and data analysis
- Updates inventory records
- Ability to order equipment & supply inventory
- Track inventory in stock & used equipment
- Receive in non-parts inventory
- Set min/max levels
- Check inventory stock status daily
- Issue credit memos as needed for returned supplies
- Track credits from vendors

Qualifications for supply coordinator

- Previous purchasing experience is highly preferred
- Ability to analyze reports and pick out inventory usage trends is also a key skill
- Must be customer oriented and able to maintain professional demeanor under pressure
- Manage inventory to agreed operating targets and year-end levels
- Ensure adherence business controls including credit requirements, regulatory, quality, and transportation policies
- Liaising between our Distribution Centre, Buying Team, Demand Planning

