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Lead Material & Supply Chain Coordinator Job Description

The successful candidate will be responsible for the overall operations of the Supply Chain team, planning necessary material and production related activities to ensure efficient and uninterrupted production and flow of products to our customers. This position is responsible for scheduling, tracking, and reporting on material supply issues as they relate to scheduling of production as well as inventory levels. A successful candidate is a bright, organized, and resourceful individual who thrives working in a fast-paced, high-growth environment.

Job Skills and Knowledge:

- Maintain and supervise all logistics coordinator from suppliers and to our customers.
- Maintains inventory levels to ensure deliveries occur within customer timelines.
- Maintains and ensures accuracy of the perpetual inventory system.
- Monitoring premium freight and on-time delivery.
- Monitor and report Aged Inventory Levels and overall inventory accuracy.
- Monitoring of the inventory and material flow/supply in the plant to ensure the smooth running of daily production under consideration of continual optimization of stock and stock turnover times.
- Works with purchasing department to schedule delivery of materials, supplies, and equipment.
- Integrate the EDI releases from our customers down to the accurate scheduling of our suppliers.
- Apply material to every work order and will confirm all material processed by closing off each work order after completed.
- Assist in maintenance of current INVEX ERP system.
- Audit production rates, standard pack quantities, scrap factors, and cycle times to capture standards more effectively for scheduling accuracy, manpower, and costs.
- Reporting daily tabulations of production statistics.
- Ensure customer systems are answered in accordance with customer requirements.
- Ensure customer requirements are fulfilled on time through scheduling, inventory management, MRP and communications with the customer.
- Track production and forecast trends to help predict future scheduling needs.
- Establishes procedures for conducting and valuing year-end physical inventory.
- Participates in the planning and execution of the annual physical inventory.
- Performs write-offs on damaged or obsolete inventory to reflect accurate value of inventory.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in business administration or related field required.
- Five years of experience in the materials control field, preferably in a manufacturing or industrial environment.

- Proficient in Microsoft Excel.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong attention to detail.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

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