



Job Title: **Supply Chain Coordinator**
Reports to: Director of Operations
Department: Warehouse Operations
Schedule: Monday – Friday, 8:00 am to 5:00 pm

Summary: The Supply Chain Coordinator is responsible for the inventory levels of all assigned products. This will include all sales forecasting, procurement, logistics, as well as monitoring and aiding in the sales flow of items currently in stock.

Minimum Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Education: High School Diploma or equivalent required, Bachelor's Degree (or equivalent education and experience) in Business Administration preferred
- Experience: One to two years' in forecasting preferred
- 18 years of age or older
- Strong analytical skills and numeric ability
- Strong computer skills, including knowledge of Microsoft Word, Excel and Outlook
- Attention to detail and strong organizational skills
- Ability to coordinate processes and work well with various departments
- Must possess superior communication skills, both verbal and written
- Ability to problem solve and make decisions quickly and efficiently while remaining calm and professional
- Self-starter, highly motivated with a high productivity level

Essential Duties:

- Forecast sales and place purchase orders with suppliers to maintain in-stock product
- Coordinate the delivery of product ordered from suppliers to the warehouse by arranging shipping, tracking dates of delivery, and scheduling receiving appointments.

- Coordinate the transfer of product from the warehouse back to the supplier or other distributor, including damaged product, returns and empties.
- Update system data regarding shipping information
- Regularly communicate changes in delivery dates to appropriate departments
- Monitor code dates, current inventory and identify overstock, slow sales, and short-dated product
- Communicate with the Brand Managers and Sales department to move problem inventory through the system
- Communicate inventory challenges to the Brand Managers and Sales department
- Add/Maintain/Adjust all product information in Encompass including weights, UPC's, vintage/ dating information and pricing.
- Manage system data integrity
- Prepare and send reports, as needed
- Additional duties and responsibilities to be determined

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts; outdoor weather conditions. The employee is frequently exposed to vibration. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; extreme cold (non-weather); risk of electrical shock.

Physical Demands:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is occasionally required to stand, walk, bend, and sit for long periods of time. The employee must occasionally lift and/or move up to 30 pounds.

The noise level in the work environment is usually moderate.

Application Deadline: open until filled

How to Apply: If you meet all job qualifications and would like to apply for this position, please email a short cover letter mentioning your qualifications and your resume to Julie Gore at jgore@elite-brands.com