



Title:

Supply Chain Specialist

Reports to:

Logistics Coordinator

Job Purpose:

To manage the day-to-day details of logistics and supply chain to accurately and timely reflect the inbound and outbound supply chain

Key Responsibilities:

- Coordinate and track inbound and outbound freight
- Maintain existing carrier relationships as well as build new carrier relationships
- Work closely with the sales and production team to schedule trucks so they arrive as needed to our customers and to the plants as well as resolving shipping issues when they arise
- Research direct carriers and rates for potential opportunity and savings
- Serve as backup and support to Logistic Coordinator and other Supply Chain Team Members
- Be able to be on a call after hours on a rotation schedule basis
- Source and purchase spot buys of production and maintenance supplies, oversee stock inventory replenishment ordering and inventory management, and maintain relationships with suppliers
- Support supply chain planning team with order entries and confirmations using ERP system
- Analyze supply chain and logistics data to drive continuous improvement is cost savings
- Promote personal and company image throughout the community
- Other responsibilities as needed

Key Requirements:

- Minimum of 2 years in a prior logistic role
- Must be proficient in Microsoft Office and Excel
- Knowledge of ERP and TMS is preferred but not required