

US Supply Chain Coordinator

The US Supply Chain Coordinator will oversee and enhance US supply chain operations, ensuring timely and cost-effective product delivery to the correct locations. This role will work closely with various internal teams, including planning, purchasing, quality control, production, logistics, and warehousing, to maintain optimal inventory levels across the US. The coordinator will be tasked with managing forecasts, monitoring inventory, and coordinating replenishment orders to meet customer demands and align with business objectives. By streamlining processes and fostering cross-functional collaboration, this position plays a crucial role in maximizing efficiency and minimizing costs throughout the supply chain.

Please visit our three websites to learn more about our company and products: Tootsi.com, Yupik.com, Elanbio.com.

Duties and responsibilities:

- **Demand & Supply Planning:** Develop and maintain supply plans that ensure inventory availability and align with business demand forecasts.
- **Inventory Control & Management:** Conduct regular inventory audits and reconcile discrepancies; Monitor and manage stock levels, ensuring appropriate stock levels are maintained to meet customer demand while minimizing excess inventory.
- **Order Management:** Create and manage purchase orders, ensuring timely and accurate deliveries to third party warehouse.
- **Logistics & Distribution:** Collaborate with the Logistics department to optimize inbound shipments by reducing USDA/FDA costs, minimizing detention times, and preventing backorders.
- **Forecasting & Data Analysis:** Work closely with sales and forecasting team to analyze historical sales data and forecast future demand trends. Use analytical tools to create and adjust supply plans accordingly.
- **Cross-Functional Collaboration:** Coordinate with internal teams (e.g., sales, production, and logistics) to align US supply chain and inventory turnover with overall business objectives and market needs. Act as a liaison between internal and external teams and external partners.
- **US Supply Chain Optimization:** Monitor and analyze supply chain metrics, identifying areas for improvement, enhance inventory turnover, and improve overall efficiency.
- **Risk Management:** Identify potential supply chain disruptions and work proactively to develop mitigation plans.
- **Reporting:** Provide regular reports on supply chain performance, inventory status, and any potential issues to senior management.

Ideal profile:

- Bachelor's degree in industrial engineering, supply chain management or a related discipline
- A minimum of 5 years of relevant experience in a supply chain position involving logistics, inventory control and extensive coordination with internal and external stakeholders.
- Advanced level in English (written and oral).
- Proficiency with ERPs (SAP), MRPs and technology.
- Detail-oriented and highly organized
- Strong analytical and problem-solving skills.
- Independent, nimble and comfortable working in a fast-paced, multitasking environment.
- Superior communications skills with an ability to impact and influence people.
- Bilingual with a strong knowledge of English to communicate with USA Operations
- Valid passport, ability to travel by air to the US.
- Knowledge of US export regulations including the FDA is an asset.
- APICS certification is an asset

Job Types: Permanent, Full-time, Monday to Friday in the office.