



Products Packaged Perfectly

Job Description
Supply Chain & Planning Coordinator

Date: December 2015
Department: Administration
Reports To: Supply Chain & Customer Service Manager
Direct Reports: None

Mission: the main purpose of this position is to efficiently coordinate job components, data analysis, data entry and job tracking in the operations which allow us to meet customer quality, cost and delivery expectations.

Position Summary: This position is responsible for coordinating and managing all aspects of order entry, scheduling, planning, procurement and inventory of materials used for production for key customers. Supply Chain & Planning Coordinator will be directly responsible for providing World Class customer service and data analysis to these customers. This role will also be required to work as a Team Player with a positive attitude and be a main point of contact for assigned customers.

Key Result Areas (primary responsibilities):

Order Entry (20%)

1. Manages all aspects of order entry assuring customer delivery needs are being met.
2. Troubleshoots system discrepancies to ensure database remains accurate
3. Initiates continuous improvement processes that enhance internal and external order entry, planning and scheduling functions.
4. Assures that all change orders, pricing and order specifications are accurately entered and documented in company systems and processes.

Scheduling (20%)

1. Directs the coordination of both incoming and outgoing shipments.
2. Manages the coordination of materials to meet customer delivery expectations.

Planning (20%)

1. Drives all planning functions optimizing company production capabilities.
2. Works with Production Mgmt to optimize operation productivity and reduce costs.

Procurement & Inventory (20%)

1. Manage all material procurement to ensure orders produced on-time and accurately.
2. Tracks inventory of BCP and Customer owned material in order to drive future procurement of materials used in production.

Customer Service (20%)

1. Manages the proper treatment of customers and expected service levels.
2. Lead and provide solutions to customer concerns, questions and complaints.
3. Builds working relationships with key customers and customer contacts.

Qualifications:

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 and/or Experience:

Bachelor's degree (B.A.) from a four year college or university. Must be an experienced computer user, proficient with spreadsheets, charts, graphs, Excel, Outlook and Word.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak Spanish a plus.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands:

The physical demands 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 the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee must be able to lift 40 lbs. The employee must be able to physically demonstrate how some manual steps of a project are performed.

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 exposed to cold and/or hot, humid conditions and moving mechanical parts. The noise level in the work environment is usually loud.