

Supply Chain Coordinator

Our long standing and reputable company is seeking a highly motivated, hands on individual who leads by example, to join our small to medium food processing plant located in the Winnipeg area as our Supply Chain Coordinator.

KEY RESPONSIBILITIES:

PURCHASING:

- Place purchase orders with suppliers;
- Maintaining and improving purchasing ordering system;
- Ensure vendors adhere to delivery schedules, price commitment, and quality expectations;
- Coordinates with vendors and production teams to expedite orders when required;
- Obtains quotations from vendors to ensure favourable quality, price, and delivery terms;
- Source new material in coordination with key team members;
- Documents all issues, evaluates supplier performance, identifies opportunities for improvements, and cost savings;
- Collaborate with accounts payable to resolve invoicing and pricing issues.

INVENTORY MANAGEMENT:

- Plan intercompany and third-party inventory transfers of purchased and finished goods;
- Perform counts/reconciliations, and audits as required for purchased goods.

FOOD SAFETY:

- Maintain supplier approvals, and item specification files for adherence with food safety and regulatory bodies;
- Maintain and improve packaging traceability from vendors.

QUALIFICATIONS & SPECIFIC SKILLS REQUIRED

- Formal post-secondary education, or a combination of equivalent education and experience;
- Strong computer skills using MS Office;
- Strong written and verbal communication skills;
- Strong analytical and problem solving skills;
- Excellent organizational skills with ability to work to tight timelines;
- Flexible and adaptable to change;
- Must be goal oriented and have a strong attention to detail;
- Dedicated and hard-working with strong systems mindset;
- “Hands on” transactional experience in the supply chain of a manufacturing or processing facility;
- Order replenishment experience with MRP, Kanban, ‘pull vs. push’ forecasting, and/or other Lean Manufacturing-based systems;
- Food manufacturing or consumer goods background, preferred;
- Proven ability to multitask and work independently with little supervision.

Our company offers a challenging, team-oriented environment and competitive compensation, benefits and company pension. Interested candidates are encouraged to submit a cover letter and résumé to HumanResourcesHPS@gmail.com by Sunday, November 24, 2019.

We thank all that apply, however only candidates selected for an interview will be contacted.