

Supply Chain Coordinator

Enseo

For more than 20 years, Enseo has been known as the backbone of the hospitality in-room experience. The company's superior products, including set-back boxes and applications, are preferred by the world's largest hotel groups. Enseo is a dynamic and fast-paced technology provider that is transforming industries with emerging digital products. We are always on the lookout for world-class talent with a passion for exceeding expectations. Is that you?

General Description

The Supply Chain Coordinator assists the Purchasing/Planning Manager in planning, purchasing and coordinating raw materials, finished goods and services throughout the supply chain. Also responsible for qualifying vendors, evaluating bids, and negotiating favorable prices and terms for purchased goods and services. This challenging position also tracks purchases, monitors vendor quality, and maintains the ERP system with current vendor information.

Skills

- Do you have a working knowledge of Material Requirements Planning (MRP)?
- Do you have experienced in Supply Chain Management?
- How is your attention to detail?
- Are critical thinking and problem solving two of your key talents?
- Do you possess strong verbal and written communication, as well as computer skills, including Microsoft Excel and Outlook?
- Can you work independently as well as you can work as a part of team?
- Do you advocate strong ethical, professional values and a practice discretion at all times?

Responsibilities

- Assist the Purchasing/Planning Manager in strategically planning and managing inventory and perform supporting tasks including strategy improvements, presentations, KPI's, report generation and analysis and recaps to support inventory objectives.
- Maintain and manage inventory availability by validating inventory demand and purchasing or transferring inventory as needed to meet inventory stocking level objectives.
- Identify and coordinate with suppliers and contract manufacturers to procure and optimize the transport of goods throughout the supply chain to minimize landed costs and/or assure on time delivery.
- Support inventory availability analysis by identifying and tracking upcoming risks to develop a comprehensive supply chain risk abatement plan.
- Coordinate with engineering, documentation, product managers, program and fulfillment managers and analyze sales requirements to establish and maintain planning parameters for inventory.
- Monitor open orders against demand to ensure product availability and prevent shortages.
- Manage the return and replacement of defective or incorrect product.
- Ensure proper invoicing and/or resolve discrepancies with supplier invoicing.
- Perform other duties as assigned.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive pay and an extensive benefits package including paid time off, medical, dental and vision benefits. Plus, we work to maintain the best possible environment for our employees and strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

Enseo is an Equal Opportunity Employer.

We celebrate diversity and are committed to creating an inclusive work environment for all employees.

Please send resume to Katy Ericson, Vice President of Human Resources at kericson@enseo.com