



MackayMitchell

Envelope Company®

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Supply Chain Specialist

Description

The Supply Chain Specialist plays a critical role in supporting the optimization of our company's supply chain operations. Following all safety and quality procedures, the Supply Chain Specialist will work in tandem with the Supply Chain Manager to ensure inventory accuracy and movement of materials in and out of the facility utilizing the company Enterprise Resources Planning (ERP) system.

Responsibilities

- Lead by example and train new and current employees to improve the department
- Read job tickets for customer specific requirements
- Inventory management to include physical counts and ERP processes: Inventory cycle counts, month end cycle counts, product transfers between and within the facilities, accurately issue raw materials to corresponding jobs, process receiving documents
- Manage finished goods shipments via Freightview TMS (TL), LTL, UPS and FedEx: Cycle count verification prior to shipment, prepare pick tickets, create bill(s) of lading and packing slip(s)
- Manage customer specific shipment requirements and systems
- Process return product
- Use Microsoft 0365 daily (E-mail, Word, Excel)
- Work with internal and external customers including production, sales, purchasing, Quality Control (QC) and freight lines via phone, e-mail, Teams and chat
- Help maintain warehouse and office cleanliness (sweep, mop, empty trash as needed)
- Demonstrate ability and willingness to work overtime
- Promote and adhere to the company's CARES core values which are embedded in all roles, fostering a culture that demonstrates commitment to: Collaboration, Accountability, Respect, Excellence and Safety
- Perform all other duties as assigned

Qualifications

Competencies:

- Basic reading, writing and mathematical skills, ability to read and understand Job Order
- Ability to multi-task
- Ability to frequently lift up to 30 pounds; occasionally lift over 50 pounds
- Strong organizational and time management skills
- Ability to concentrate and pay close attention to detail
- Strong interpersonal skills and ability to maintain productive relationships with peers and management
- Strong communication skills, both verbal and written
- Self-motivation and ability to work independently
- Must be able to use a ruler to measure within 1/16"
- Ability to tolerate noise levels produced by machines (hearing protection)

Hiring organization

Mackay Mitchell

Job Location

Minneapolis

Date posted

February 27, 2024

required)

Preferred:

- High School diploma or GED equivalent (additional education preferred)
- Previous experience in inventory and shipping
- Working knowledge of MRP and ERP software, along with Microsoft Word and Excel