



MackayMitchell

Envelope Company®

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Supply Chain Specialist (Traffic Coordinator)

Description

Grow your career! We currently have an immediate opportunity for a **Supply Chain Specialist** at our Minneapolis facility.

The Supply Chain Specialist position works in tandem with the Supply Chain Supervisor to ensure inventory accuracy and movement of raw materials in and out of the plant. The candidate will manage inventory accuracy through an integrated ERP system with the warehouse team through: cycle counts, physical inventory, purchase order verification, receiving, returns, issuance of materials to and from production and record filing and retention.

The traffic responsibility ensures products are moved through efficient means which may be taken as the safest, quickest, least expensive and most serviceable means possible. This requires quick decision-making skills using the Enterprise TMS platform.

Responsibilities include: cycle counting prior to shipment, creation of Bill of Lading and packing slip(s) in ERP system, creation of shipment and management of shipment costs through Enterprise TMS, manage customer third party systems, manage shipment on-time accuracy and analyze UPS shipment accuracy through Worldship. Occasional use of forklift required.

Equal Employment Opportunity Employer

Qualifications

- Strong interpersonal and communication skills required, ensuring coordination of warehouse activities with internal customers including production, sales, records control and purchasing.
- Self-starter who can produce results with minimal supervision.
- High School education required with additional education preferred.
- Working knowledge of MRP and ERP software along with Microsoft Word and Excel required.

Hiring organization

Mackay Mitchell

Job Location

2100 Elm Street SE, 55414,
Minneapolis, MN

Date posted

August 31, 2022