



# MackayMitchell

Envelope Company®

<https://www.mackaymitchell.com/job/50391/>

## Supply Chain Specialist

### Description

This position will work a day shift / 8 hours per day.

The Supply Chain Specialist is responsible for maintaining accurate inventory levels of raw materials and finished products, coordinating outbound shipments and ensuring proper documentation and organization of warehouse records. This role requires strong attention to detail, excellent organizational skills and the ability to collaborate effectively with internal teams and external partners. The Supply Chain Specialist also supports warehouse operations by assisting with loading and unloading trucks, conducting inventory counts and ensuring compliance with safety and quality standards.

### Responsibilities

#### Inventory and Logistics Management

- Maintain accurate inventory records for raw materials and finished products
- Conduct daily material and finished product counts to ensure accuracy
- Receive and process Purchase Orders (POs) for inbound materials
- Assist with monthly and year-end inventory counts and reporting
- Track and organize warehouse paperwork for audit compliance

#### Outbound Shipment Coordination

- Plan and build outbound shipments, ensuring timely and efficient delivery
- Create Bills of Lading (BOLs) and load sheets
- Coordinate trucking and logistics for outbound shipments
- Provide clear instructions on warehouse handling of finished products

#### Warehouse Operations Support

- Assist with loading and unloading trucks as needed
- Fill in for warehouse personnel during absences to maintain workflow
- Operate and maintain forklifts, clamp trucks and reach trucks
- Follow safety procedures and warehouse best practices to maintain a safe work environment

#### Collaboration and Documentation

- Work closely with the Supply Chain Supervisor and other departments to optimize warehouse operations
- Ensure all records are properly maintained and readily available for audits
- Uphold and promote the Company's CARES Core Values: Collaboration, Accountability, Respect, Excellence and Safety
- Perform other related duties as assigned to support departmental and organizational goals

### Qualifications

### Competencies

### Hiring organization

Mackay Mitchell

### Job Location

1500 Mackay Avenue, 52641, Mt. Pleasant, Iowa, US

1. Strong proficiency in inventory management systems and ERP software
2. Excellent organizational and multitasking skills in a fast-paced environment
3. Ability to operate forklifts, clamp trucks and reach trucks safely and efficiently
4. Detail-oriented with strong problem-solving abilities
5. Strong mathematical skills for inventory tracking and shipment coordination
6. Effective communication and teamwork skills
7. Ability to lift up to 75 pounds

### **Education and Experience**

- Associate degree in supply chain, logistics, business or a related field preferred; equivalent experience considered
- Minimum of 2 years of warehouse, logistics or supply chain role(s)
- Experience in a manufacturing or distribution setting preferred
- Certification or experience operating forklifts, clamp trucks and reach trucks preferred