

# SUPPLY CHAIN COORDINATOR

## Responsibilities

- Manage purchase order releases for production, projects and new product introduction
- Manage purchase order actions (approvals, confirmations, reschedules, cancels, expedites)
- Establish purchasing automation (blanket purchase orders)
- Manage day-to-day supplier relationships (forecasting, metrics, performance, quality, RMA's)
- Maintain and setup parts in ERP system (Source, Price, Lead Time, Order Quantity)
- Manage end of life and difficult to source parts in the market
- Manage quarantine items and returns to suppliers (supplier quality, ensuring credits are received, react to receiving issues & discrepancies, disposition NCRs)
- Quoting and sourcing of components
- Reviews and produces drawing take-offs for procurement purposes
- Manages and review contract adherence
- Performs monthly and yearly inventory counts and adjustments
- Receives, inspects and distributes incoming goods
- Packages, organizes shipping and tracks outgoing and incoming goods
- Accurately prepares shipping documents and customs documentation as required
- Proactively contributes to and implements continuous improvement initiatives.
- Additional duties as required

## Qualifications

- AEC / DEP or Skilled Trade Certificate (preferred)
- Supply chain: 3 years (preferred)
- Supply chain management: 1 year (preferred)
- Passion for technology and its challenges
- Ability to work in small team in a fast paced environment and be accountable for your performance.
- Strong communication and writing skills with demonstrated leadership qualities
- Highly organized, self-motivated team player, able to work well under pressure
- Intermediate knowledge of MS Excel
- Completion of Grade 12 education
- APICS, SCMP or an equivalent certification is an asset
- Experience with ERP / MRP is an asset
- Minimum 3 years purchasing experience in a high tech manufacturing environment
- Familiar purchasing raw material, machined parts, optics and electronics.
- Experience with document control / part number management
- Forklift experience an asset.

## Benefits

- Casual dress
- Company events
- Extended health care
- Paid time off
- Tuition reimbursement



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info@rainhouse.com

## Schedule

- 8 hour shift
- Monday to Friday

**Only applicants shortlisted  
will be contacted.**

Job Types: Full-time, Permanent\*

## Salary

\$50,000.00-\$70,000.00 per year

\*Reliably commute or plan to relocate to Victoria, BC before starting work (required).

