



POSITION: SUPPLY CHAIN COORDINATOR

SUMMARY: The **SUPPLY CHAIN COORDINATOR** is responsible for successful supply chain management, purchasing, inventory management, outsourcing, and delivery schedules.

REPORTS TO: LOGISTICS & MATERIALS MANAGER

COMPETENCIES:

- + Thinking fast on your feet
- + Negotiation skills
- + Problem solving/analysis
- + Intellectually curious
- + Project management
- + Attention to detail
- + Personal effectiveness/credibility
- + Technical writing
- + Presentation skills

HOW YOU ADD VALUE:

- + Manage material availability, pricing, and manufacturing resources in order to attain the fulfillment of customer orders in a timely manner.
- + Respond to internal and external inquiries regarding customer orders, product availability and change in status.
- + Negotiate and participate in contract review with regard to supply chain.
- + Strategize supply chain decision-making and escalation process. Institute new policies and procedures detailing these processes.
- + Ownership of outsourcing process. Ensure a two or three-deep bench is established on high-risk competencies or processes. Establish policies to modify existing process.
- + Communicate and maintain relationships with key vendors. Travel often to research new methods or enhance existing relationships.
- + Handle multiple complex priorities of significant impact to the company with an appropriate sense of urgency.
- + Meet key performance metrics in supplier risk, supplier OTD and cost reduction.
- + Contribute to continuous improvement efforts within the Operations department.

KNOWLEDGE & SKILLS:

- + Excellent verbal and written communication skills.
- + High level of organizational skills and attention to detail.
- + Knowledge of MRP/ERP system (Syteline) preferred
- + Intermediate in data mining.
- + Knowledge of lean manufacturing.

EXPERIENCE & EDUCATION:

- + Minimum 4-year technical degree preferred
- + 7+ years of purchasing, supply chain and inventory management required.
- + APICS/CSCP cert or equivalent.

WORK AUTHORIZATION: *US Person*

PEKO PERKS:

OUR ADVANTAGEOUS BENEFIT PLATFORM

- + Competitive Compensation
- + Medical, Dental, Vision
- + Flexible Spending & Health Savings Accounts
- + Life, Short and Long-Term Disability
- + Recognition Awards

WE CARE ABOUT YOUR FUTURE

- + 401k Plan & Match Incentives
- + Financial Wellness Advisory Services
- + Educational Seminars
- + Employee Development Plans / Mentorships

WE CARE ABOUT YOUR LIFE OUTSIDE OF PEKO

- + Vacation, Bereavement & Civil Responsibility Compensation
- + Paid Holidays / Floating Holiday
- + Wellness Screenings & Seminars
- + Employee Assistance Program
- + Employee Discount Programs

WE CARE ABOUT YOUR SAFETY AND THE ENVIRONMENT

- + Lean, Sustainable & Environmentally Friendly Environment
- + Safety and Violence Preparedness Instruction
- + On-Site Physician / Medical Response Team
- + Mutual Respect & Violence Prevention Training

PEKO IS A PREFERRED PLACE TO WORK

- + PEKO's reputation as a stable diversified contract manufacturer for over 50 years.
- + Environmentally and sustainably conscious.
- + A mid-sized company so we know your name and recognize your achievements.
- + Multi-generational and culturally diverse workforce.
- + Community involvement and corporate sponsorships.
- + Life-long learning and educational opportunities.
- + A balance of a tenured workforce and new talent.

ABOUT OUR COMPANY: PEKO Precision Products, Inc. participates in a full range of manufacturing aspects from innovative technology solutions to electro-mechanical product manufacture, including vertically integrated contract manufacturing. These activities take place in our expansive quarter million total square feet of modern climate-controlled manufacturing floor space, and supported through highly skilled engineers, trades people and a commitment to investing in the latest industrial equipment and technologic tools.

COVID-19 VACCINATION: Safety remains and always will be our number one priority at PEKO. As a defense subcontractor, PEKO is required by the federal government to have all new hires provide one of the following as a condition of employment: proof of COVID-19 vaccination, willingness to obtain the vaccine before hire date, OR validation of your religious or medical exemption (PEKO will provide appropriate forms).

CANDIDATES MAY APPLY BY: Responding to this posting OR visiting www.pekoprecision.com/careers

PEKO Precision Products, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.