[HYBRID] Supply Chain Coordinator – Collaborative Culture and Great Work/Life Balance!

Elmsford, NY · Hybrid · Full-time · **$70k–80k**

[HYBRID] Supply Chain Coordinator – Collaborative Culture and Great Work/Life Balance!
Location: near Elmsford, NY (WFH Flexibility on Mondays & Fridays)
Salary: $70,000-$80,000
Benefits: Excellent Medical & Dental Coverage, Vision, 401k, Holidays, PTO
Job Type: Full-Time
Typical Hours: M-F, 8 AM - 5 PM (some flexibility)
Start Date: ASAP
Sponsorship is not available

[HYBRID] Supply Chain Coordinator (Data Analysis or Business Administration Exp.) Description

Our client is an established manufacturing company with a global footprint and over 50 years in business. They offer the stability of an established organization with the flexibility of a smaller, open-minded team where a people-first culture still matters.

As a Supply Chain Coordinator, you'll work closely with leadership, vendors, and internal teams across purchasing, production coordination, inventory management, and logistics. Whether you're coming from a supply chain role or a broader business administration or operations background, this is an opportunity to expand your skill set and gain exposure to multiple areas of the business rather than being siloed into one function. **At a smaller company, you won't feel like just another number. You'll have visibility across the operation, work directly with leadership, and see the impact of your contributions on a daily basis.** The team is looking for someone who enjoys variety, is curious about how things work, and wants to build a broader understanding of supply chain operations, with opportunities to take on additional responsibilities in planning, reporting, data analysis, and process improvement over time.

[HYBRID] Supply Chain Coordinator (Data Analysis or Business Administration Exp.) Responsibilities

- Coordinate production schedules to keep materials moving and customer orders on track
- Review supplier documents and maintain accurate purchasing and inventory data
- Spot cost discrepancies, missing information, and other issues before they impact operations
- Manage purchasing, production, and inventory records across business systems
- Build vendor relationships while tracking orders, material availability, and deliveries
- Help keep production moving by identifying material shortages and resolving delays
- Use planning reports to monitor inventory and anticipate future material needs
- Partner with external manufacturers to verify inventory and resolve discrepancies
- Work across teams to track production progress and keep customer orders on schedule
- Support inventory planning, reporting, and process improvements across the business

[HYBRID] Supply Chain Coordinator (Data Analysis or Business Administration Exp.) Qualifications

- Bachelor’s degree required
- 2+ years of business administration, supply chain, or related experience required
- Experience using a CRM, ERP, or MRP system for data entry and record maintenance required

Apply: https://twonice.hire.trakstar.com/jobs/fk0z8ae/?apply=true

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