

Supply Chain Analyst - Hybrid

Westchester County, NY · Hybrid · Full-time · \$65k–70k

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

Location: Westchester County, NY (WFH Flexibility on Mondays & Fridays)

Salary: \$65,000-\$70,000

Benefits: Medical & Dental (100% company-paid premiums for employee), **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 Analyst (Entry-Level) Description

Our client is an established manufacturing company with a global footprint and over 50 years in business. They're looking for a Supply Chain Analyst to join their team and are open to entry-level candidates with a bachelor's degree in supply chain management or a related field.

As a smaller company, they offer the opportunity to gain exposure to multiple areas of the supply chain rather than being siloed into one function. You'll work closely with leadership and get hands-on experience across purchasing, production planning, inventory management, and logistics, while learning how materials move through the business. It's a great opportunity for someone looking to build a well-rounded foundation in supply chain, strengthen their technical skills, and take on additional analysis, reporting, and process improvement projects as they grow. The team values curiosity, attention to detail, and a willingness to learn, and offers a hybrid schedule after initial training.

[HYBRID] Supply Chain Analyst (Entry-Level) Responsibilities

- Coordinate production orders with manufacturing partners to meet customer needs
- Review vendor and manufacturer documents and accurately enter information into the ERP
- Identify additional costs, requirements, or discrepancies before processing transactions
- Manage purchase orders, work orders, batch tickets, and inventory transactions in the ERP
- Follow up with vendors on orders, material availability, and delivery timing
- Monitor material needs and help resolve shortages or production delays
- Analyze MRP reports to support inventory levels and future material needs
- Reconcile inventory with contract manufacturers and maintain accurate records
- Coordinate with internal teams on production progress and customer delivery dates
- Prepare reports and support inventory planning, safety stock, and process improvements

[HYBRID] Supply Chain Analyst (Entry-Level) Qualifications

- Bachelor's degree in supply chain management or a related field required
- Strong attention to detail, organizational skills, and problem-solving skills
- Technology savvy, with the ability to work with data from multiple sources, spreadsheets, and software systems required

Apply: <https://twonice.hire.trakstar.com/jobs/fk0znab/?apply=true>

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