

# Supply Chain Coordinator

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**Location:** Waterloo, ON

**Employment Type:** Fulltime

**Start Date:** Immediate

The Kraus Group is one of the largest integrated carpet and flooring manufacturers and distributors in North America with facilities throughout Canada and the USA and is currently recruiting for a Supply Chain Coordinator to join our team in either Waterloo, ON office.

## Job Purpose

The Supply Chain Coordinator serves as both the receptionist along with supporting additional Supply Chain and Samples department functions. The receptionist aspect is to be a professional and welcoming representative of our company and co-ordinate the visits all of our guests and suppliers, inbound and outbound mail and couriers, as well as supportive administrative duties as required. This role also plays a strong supportive role for both the Samples and Supply Chain Department with data entry and process maintenance.

## Duties and Responsibilities

### Reception

- Answer incoming phone calls and route calls to appropriate staff
- Greet guests in a positive and welcoming fashion, sign into Kraus log book/provide guest pass
- Distribute incoming mail and process outgoing mail
- Process all inbound and outbound courier shipments
- Communicate and address customer file corrections to Accounts Receivable
- Co-ordinate improvements in collation of shipments of samples/NPI to sales to minimize shipments (i.e. batch shipments)
- Complete “close out” process for all sample related UPS orders
- Review, analyze, and report on courier shipments and opportunities for improvement/savings

### Supply Chain and Samples Departments support

- Data entry and maintenance with key tracking tools
- Material calculations on projects
- Open PO maintenance (pre-receipts, date revisions etc.)
- Freight cost updates
- Provide updates to Supply Chain Analysts and Samples Department

### Order Entry Support

- Stock Transfer Order Entry of Bulk Distribution (i.e. New Product Introductions)
- Back-up role of Customer Service for Samples
- Enters sample orders in appropriate system(s), AS400 Dancik system
- Provide sample information as requested for delivery, tracking information, to ensure on time deliveries

## Other

- Any other duties/projects as assigned; ongoing continuous improvement activities
- Health & Safety compliance in accordance with company & regulatory policies

## Qualifications

- Post-secondary diploma or relevant working experience
- 3+ Experience working in a Customer focused role preferably in Reception capacity
- Flexible, able to multi-task and quickly change priorities dependent on the needs of the business
- Excellent communication skills both written and verbal and will be able to present information in a clear and concise manner
- Strong mathematical and reasoning skills including the ability to analyze data and prepare detailed reports
- Excellent attention to detail and ability to set priorities
- Excellent time management with strong organizational and administrative skills
- Ability to work independently and within a team environment
- Excellent interpersonal skills as well as Customer Service oriented
- Ability to work with industry standard computer packages such as Microsoft Word, especially Excel, as well as AS400 computer system(s); adept with Internet and Email application
- General working knowledge of production systems, warehouse operations, documentation and functions is an asset

To Apply, please send your confidential application to [careers@krausflooring.com](mailto:careers@krausflooring.com).

Check out our website at [www.krausflooring.com](http://www.krausflooring.com)

*The Kraus Group of Companies embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation need known to Kraus. We welcome application from all qualified persons.*