**Supply Chain Coordinator**

**Company:** Capstone

**Locations:** California, Virginia, New York

**About Us:**

Capstone is a company dedicated to **revolutionizing the customer experience through innovative and sustainable supply chains**. We are a team of passionate individuals committed to four core values:

* **Customer Focus:** We prioritize understanding and exceeding customer expectations in everything we do.
* **Operational Excellence:** We strive for continuous improvement in our processes, driving efficiency and effectiveness within the supply chain.
* **Collaboration:** We believe in fostering a collaborative environment where open communication and teamwork lead to success.
* **Sustainability:** We are committed to minimizing our environmental impact and operating responsibly throughout the supply chain.

As a Supply Chain Coordinator, you will play a vital role in ensuring our products reach our customers efficiently and effectively, while upholding these core values.

**Job Summary:**

We are searching for a highly organized and detail-oriented Supply Chain Coordinator to join our team in California, Virginia, or New York. You will be responsible for a variety of tasks to support the smooth operation of our supply chain, working collaboratively with internal and external partners.

**Responsibilities:**

* Manage purchase orders, ensuring accuracy and timely processing.
* Track inventory levels and initiate re-ordering processes based on established protocols.
* Monitor inbound and outbound shipments, coordinating logistics and resolving any discrepancies.
* Maintain accurate and up-to-date records of inventory levels, purchase orders, and shipment details.
* Assist with customs clearance and import/export documentation (if applicable).
* Analyze data and reports to identify areas for improvement within the supply chain.
* Communicate effectively with internal departments (Purchasing, Sales, Operations) and external vendors to ensure smooth product flow.
* Participate in continuous improvement initiatives to optimize supply chain efficiency.

**Qualifications:**

* Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field (or equivalent experience).
* Minimum 1 year of experience in a supply chain or logistics role.
* Strong understanding of supply chain principles and best practices.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
* Excellent analytical and problem-solving skills.
* Strong attention to detail and accuracy.
* Excellent communication, collaboration, and interpersonal skills.
* Ability to work independently and manage multiple tasks simultaneously.
* Ability to prioritize effectively and meet deadlines.

**Skills Required:**

* Experience with Supply Chain Management (SCM) software (a plus).
* Familiarity with international trade regulations (a plus).
* Strong time management skills.
* Ability to work in a fast-paced environment.
* Proactive and resourceful approach to problem-solving.
* Commitment to continuous learning and improvement.

**Benefits of Working at Capstone:**

* Competitive salary and benefits package.
* Opportunity to work in a dynamic and growing company.
* Collaborative and supportive work environment.
* Professional development opportunities.
* Commitment to diversity, equity, and inclusion.

**To Apply:**

Please submit your resume and cover letter to:

 **California:** ["supplychain\_CA@capstone.com"]

 **Virginia:** ["supplychain\_VA@capstone.com"]

 **New York:** "supplychain\_NY@capstone.com"]