



Supply Chain Coordinator

The Supply Chain Coordinator has the responsibility for assisting the Supply Chain Manager and supporting supply chain, purchasing, logistics, import-export and manufacturing activities.

He/she will also participate into projects related to production transfers, dual sourcing, process improvement or ERP module extension.

Reports to: Supply Chain Manager

Location: Wavre

Date: 17th August 2021

Detailed Description

- PO creation and follow up with suppliers for Raw Materials and Semi Finished articles
- Participate to S&OP process with sales, marketing, R&D and Clinical team.
- Participate to the weekly Production Plan with the production team lead and the SC Manager
- Organize Finish Good stock transfer from ISTAR to our 3PL partners
- Organize the shipment of any type of products for clinical activities (ISM Studies, usability studies,...), prepare all the related documentation and be the point of contact with our Logistic partner
- Act as the point of contact with our 3PL Customer Service Partner (Shipments, returns, complaints)
- Organize inventory counting activities (monthly, quarterly and annually) and reconcile the stock in the ERP system
- Propose fresh ideas related to any type of process improvement
- Help the Supply Manager to collect data to feed the several KPI (LIFR, MSA,...)
- Help the Supply Chain Manager to collect data to feed the Supplier Performance evaluation

COMPLIANCE/LEGAL RESPONSIBILITIES

- Maintains the highest standards of ethics in all circumstances
- Ensure compliance with the Company quality system and all applicable guidance, standards and regulations.



Education

- Bachelor's degree in supply chain engineering (or equivalent in supporting supply chain activities in an industrial environment))

Languages

- English and French fluent (French would be an asset)

Professional Experience

- Minimum of 5 years demonstrated experience in supply chain
- Ideally familiar with GDP and GMP concepts.
- Good knowledge in manufacturing planning and supply planning
- Knowledge of ERP systems (ideally Sage X3)
- Ideally familiar with import/export/custom clearance procedures

Personal Skills

- Ability to work in a start-up environment (Hands on)
- Pro-active, eager to learn and embrace change
- Resistance to stress