

Supply Chain Coordinator – 1 Year (Option to Renew)

We are seeking a detail-oriented and proactive Supply Chain Coordinator to support the Project Buying team on a 1 Year contract with option to Renew after 1 Year. This role will focus on providing administrative and transactional support to ensure smooth execution of procurement activities, improve data accuracy, and enhance overall operational efficiency.

Key Responsibilities

1. Track and monitor Purchase Orders to ensure deadlines are met
2. Maintaining accurate records of procurement transactions and documentation
3. Support Project Buyers in day-to-day administrative activities
4. Assist in the administration and tracking of Supplier Self-Assessment Reviews
5. Coordinate and track Return Material Authorizations
6. Support continuous improvement of procurement processes and tracking tools
7. Identify gaps in administrative workflows and recommend improvements

Requirements

1. Diploma in Supply Chain or Business, or related field
2. Proficient in Microsoft Excel
3. Good communication and coordination skills

Additional Information

1. This is a position has potential for conversion to a permanent role subject to business needs and market conditions.