



**Engineered Products Inc.**

## **Supply Chain Coordinator**

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SLEEGERS Engineered Products Inc. ([sleegers.ca](http://sleegers.ca)) is a London-based supplier of engineered solutions for the pressure vessel and propane industries. SLEEGERS has over 50 years of experience providing our tier one customers with outstanding service and exceptional quality. Our teams design and build a variety of engineered products including propane motor fuel tanks, industrial pressure vessels, and propane vending kiosks as well as offer specialized engineering services to the propane industry. With a sustainable market in the energy sector and best-of-class facility – we are here to stay.

We are recruiting a Supply Chain Coordinator to provide support to our Supply Chain team. In this role, the successful candidate will focus on issuing and confirming purchase orders, performing delivery follow-up with suppliers, and data entry into the company's ERP system.

### **We are looking for a detail oriented and driven team member who:**

- Has one to three years of progressive experience in a batch or mixed mode production environment
- Has proven supply chain (buying) experience with a manufacturing organization
- Displays competency in MS Office (particularly Excel, Outlook and Word)
- Can demonstrate an ability to manage projects and prioritize tasks
- Is familiar with ERP systems
- Has proven experience in cultivating long-term supplier relationships
- Maintains a high level of productivity while remaining detail oriented
- Can effectively communicate with all team members
- Is process improvement focused

### **Your core responsibilities would be:**

- Work with Supply Chain Leader to effectively forecast and order direct materials to support the production schedules
- Supporting the Supply Chain team by accurately and efficiently creating Purchase Orders
- Performing delivery follow-up with suppliers as required
- Contacting suppliers regarding errors in partial or duplicate shipments, prices, and substitutions
- Completing various administrative tasks and projects as assigned by the Supply Chain Leader

### **Our compensation and benefit offering to you:**

- Competitive compensation package and endless opportunities for growth and advancement
- Comprehensive dental and health benefit plans
- Retirement plan with employee-employer matched contributions
- Extensive training and development programs

At SLEEGERS we pride ourselves on maintaining a flat organization structure where we are deeply invested in the long-term development and success of every employee.

Salary for this position is commensurate with experience.

If you are passionate about supply chain, and believe you belong with an organization that values integrity and employee advancement, please forward your resume to [recruiting@sleegers.ca](mailto:recruiting@sleegers.ca).

SLEEGERS is committed to providing a barrier-free environment and promoting independence, dignity, integration, and equality of opportunity of persons with disabilities. Reasonable requests for accessibility accommodation will be provided for all parts of the recruitment and selection process, upon request.

***SLEEGERS. An employer of choice for employees of choice.***