ROBERT SMITH

Raw Material Coordinator

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SUMMARY

As a Raw Material Coordinator, responsible for Directing Freight Flow manage directed freight flow from production to the floor and fluid load to outbound/inbound trailers daily, Managing the dock and coordinates all in out activity of the hostlers and other drivers.

CORE COMPETENCIES

Microsoft Office, Training Skills.

PROFESSIONAL EXPERIENCE

Raw Material Coordinator

ABC Corporation - 2014 – 2015

Key Deliverables:

- Maintained supply of assigned raw materials by creating purchase orders.
- Followed up on orders to make sure they arrived in time for production, if not I was asked to expedite shipments when deemed necessary.
- Had to manage the warehouse and maintain inventory levels using the SAP system, running aged and obsolete reports.
- Attended all daily production and department meetings to update other members of management.
- Maintained Railcars and silos.
- Worked with logistics on delivery coordination and supplier issues.
- Worked with corporate on new material set up and extensions.

Raw Material Coordinator

Delta Corporation - 2010 – 2010

Key Deliverables:

- Las Vegas, Nevada Supervise Production Receive Raw product Daily Inspections of all goods Consistent Inventory Count Expedite goods 5.
- Implemented practical use of BPCS MRP system for planning of raw material needs based on production schedule.
- Increased stock turns for raw materials by 75% Decreased raw material Days of Supply by 40%.
- Included A/P functions such as the processing of vendors invoices to assure payments were made in a correct and timely manner so that all discounts .
- Maintain supply of assigned raw materials by creating purchase orders Followed up on orders to make sure they arrived on time including expediting .
- Test, analyze and release materials.
- Investigate nonconforming material.

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EDUCATION

- High School Diploma

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