Title: Supply Chain Coordinator  
Division: Operations  
Working Group: Supply Chain  
Reports to: Vice President - Supply Chain

Ministry Function
The Supply Chain Coordinator supports the ministry of Convoy of Hope by providing project coordination and administrative leadership to the Vice President of Supply Chain, the Supply Chain working group, the Convoy of Hope team, and external constituents.

Essential Duties & Responsibilities
1. Is responsible to demonstrate independent decision-making ability on behalf of the Vice President of Supply Chain, ensuring project deadlines are managed and met. This includes but is not limited to transportation, fulfillment, shipping and procurement monthly reports, coding of invoices, maintaining budgets, and other reports/projects as assigned.
2. Manages projects as assigned by the Vice President of Supply Chain.
3. Manages confidential information in a professional manner.
4. Manages/leads GIK departmental reports per GIK donors for Vice President of Supply Chain.
5. Performs a variety of project coordination duties. Examples of work performed include management of deadlines for monthly/quarterly/annual reports, spreadsheets, and presentation materials for GIK donors.
6. Assists departmental directors with strategic decision-making.
7. Serves as the secondary point-of-contact for the Supply Chain working group.
8. Handles a high volume of work, maintaining accuracy, flexibility, and efficiency.
9. Reviews expense reports as directed by the Vice President of Supply Chain.
10. Interacts with staff at all levels of the organization in a gracious and supportive manner.
11. Provides executive/administrative leadership for Supply Chain teams as assigned.
12. Maintains a variety of administrative tasks for the Vice President of Supply Chain, including scheduling and correspondence.
13. Performs other related duties as assigned.

Required Knowledge, Skills & Abilities
1. Bachelor’s degree is preferred; high school diploma or equivalent is required.
2. 2+ years of office experience is required.
3. Strong computer skills, including but not limited to Microsoft Outlook, Word, PowerPoint, and Excel.
4. Strong organizational skills and ability to handle concurrent, multiple job tasks.
5. Excellent interpersonal communication and relational skills.
6. Excellent written and verbal communication skills.
7. Experience working with confidential material.
8. Ability to demonstrate good judgment.
9. Ability to be flexible, work overtime, and respond to rapidly changing priorities.
10. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization’s religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities
This position has no direct supervisory responsibilities, but on occasion will supervise volunteers, interns, or temporary staff.