



VACANCY FOR SUPPLY CHAIN COORDINATOR

NIPD Genetics Public Company Ltd is a leading innovative biotechnology company active in the field of developing, engineering, and providing in vitro genetic testing solutions. NIPD Genetics consists of a world class dynamic team of experts with extensive experience in biotechnology, business, human genetics, molecular biology, and bioinformatics. Through Research & Development we are committed to developing improved solutions for the prognosis, prevention, better clinical management, and therapy of genetic diseases. NIPD Genetics is the trusted partner of labs and healthcare professionals worldwide. We provide advanced genetic testing services from our CAP accredited & CLIA certified laboratory.

The position

We seek to recruit an experienced and motivated Supply Chain Coordinator, with a bright and positive attitude to join our diverse team. The successful candidate will work closely and provide support to the Supply Chain Manager.

Job description

The Supply Chain Coordinator will be responsible for warehousing, materials handling, order fulfillment, inventory control, providers.

Profile of the ideal candidate

The successful Supply Chain Coordinator will possess strong organizational, customer service and communication skills.

Responsibilities

- Be detail-oriented team player with the ability to multi-task and meet deadlines
- Monitor stock using specialized warehouse management and stock control software (ERP)
- Managing warehouses efficiently and according to safety guidelines
- Support all supply chain procedures, from coordinating deliveries to managing the warehouses
- Organize and monitor storage and distribution of goods with the goal to enhance business development and ensure operational continuity
- Meet cost, productivity, accuracy, and timeliness targets
- Maintain metrics and analyze data to assess performance and implement improvements
- Liaising and negotiating with suppliers, manufacturers, retailers, and agencies
- Ensure compliance with laws, regulations, ISO requirements and help improve company policies related to supply chain
- Liaise with the accounting department to provide information related to stock control
- Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures

Requirements

- Proven working experience as a Supply Chain Coordinator
- Experience with ERP systems
- BA/BSc in Supply Chain or Business Administration or in a relevant field
- At least 3 years solid experience in a similar position is a must
- Strong computer skills (Outlook, Word, Excel and PowerPoint)
- Fluent in Greek and English

**Applications**

To apply please forward a detailed curriculum vitae together with the names of two referees to NIPD Genetics Public Company Ltd at the following e-mail address: hr@nipd.com