

About: Vector Laboratories is seeking a talented and highly motivated individual to join our growing team. As an organization known for its culture of service, reliable products and unmatched technical expertise, our employees are passionate about the impact and quality of their work. The opportunities we provide to work collaboratively and build trusting relationships in a team-oriented environment make Vector Laboratories an ideal place to learn, flourish and contribute to scientific advancement. We genuinely value diverse perspectives and ideas and strive to demonstrate how this approach results in success. With nearly 50 years of history, Vector Laboratories boasts an unparalleled reputation in protein labeling, detection, and conjugation. Our recent mergers and acquisitions have significantly expanded our portfolio, serving the biopharma industry, academia, life science tools, and diagnostics, providing comprehensive solutions to the life science industry. We are looking to take Vector Laboratories to new heights and hope you'll consider joining our globally impactful team!

Job Summary: We are seeking a Supply Chain Coordinator to join our Supply Chain Team. This position is responsible for ensuring smooth international trade operations through accurate and timely management of customs paperwork, import/export filings, and logistics documentation. This role supports logistics and purchasing functions, maintains shipping profiles and guides for customers and vendors, and assists with intercompany transfers and supports brand royalty reporting processes. The ideal candidate is detail-oriented, organized, and skilled in NetSuite and Excel, with a strong focus on supporting day-to-day supply chain activities. This position reports to the Sr. Purchasing Manager.

Responsibilities:

- Prepare and maintain accurate customs paperwork and shipping documents for imports and exports.
- File import and export entries and ensure compliance with trade regulations.
- Work with freight forwarders, brokers, and carriers to resolve shipment delays and customs holds.
- Monitor shipments to ensure on-time delivery and proactively address issues.
- Assist with purchase order creation, updates, and follow-up with vendors.
- Create and manage shipping profiles and guides for customers and vendors.
- Generate supply chain and logistics reports using NetSuite and Excel
- Identify opportunities to streamline paperwork and reporting processes.
- Support intercompany transfers and related documentation.
- Collaborate with Customer Service to prepare and support customs documentation for international shipments.
- Support company brand royalty processes and related reporting requirements.
- Performs other duties as assigned.

Job Qualifications:

- 1-3 years in supply chain, purchasing, logistics or customer service.
- BS or BA degree or equivalent combination of education and experience.
- Experience with NetSuite, Excel, MS Office tools.
- Understanding of purchasing processes, international shipping, and customs requirements.
- Ability to successfully interact with cross-functional teams.
- Ability to handle customs holds and resolve shipment delays.
- Detail-oriented, organized, and able to manage multiple priorities.
- Effective verbal and written communication skills.

Competencies Identified for Success:

- **Communication:** Communicates clearly and proactively with suppliers, freight forwarders, and internal teams; tailors messaging to stakeholders; escalates issues early and shares updates with transparency while recognizing team contributions.
- **Collaboration:** Builds strong cross-functional partnerships across planning, procurement, logistics, and distribution to drive efficiency and resolve challenges, ensuring supply chain success.
- **Excellence:** Maintains high attention to detail in shipping, customs, and compliance documentation, manages multiple priorities under tight timelines while consistently delivering high-quality work.
- **Relationship:** Develops and sustains effective relationships with external suppliers and internal stakeholders to support seamless operations and strengthen overall supply chain performance.

The anticipated salary range for this position is \$62,000 – 72,000. The salary offer will depend on multiple factors which may include the successful candidate's skills, experience, and other qualifications.