

## Supply Chain Coordinator (Manufacturing)

Eteros is not your typical employer: we challenge the norm and never take no for an answer. We apply this philosophy to all aspects of our business, from the production floor, to engineering, to finance.

After starting with a single flagship machine, we now have over ten thousand SKU's that make up our fifteen different products. Eteros is a fast-paced environment that is not for everyone; the person we are looking for will thrive off that energy and will not be afraid to roll up their sleeves and get to it!

Check out what we make here:

[www.mobiustrimmer.com](http://www.mobiustrimmer.com)      [www.thetriminator.com](http://www.thetriminator.com)

The culture at Eteros is extremely important to us. It is a tangible feeling that becomes contagious when you have the right people in place. So, what type of person is the 'right fit' for Eteros? Here is what we are looking for when it comes to fit:

Right Fit	Not a Fit
Can-do attitude	"That's not my job" mentality
Strong work ethic	Not eager to learn
Sense of urgency	Lackadaisical
Resourcefulness	Not putting in an honest day's work
Follow-through	Not a team player
Passion in your work	Not taking ownership
Happy people	Watching the clock

### Requirements

- Ability to work around or through obstacles by being resourceful and remaining highly organized
- A keen interest in manufacturing and building cutting-edge equipment
- Strong written and verbal communication skills in English and efficient use of computer software (emails, spreadsheets, ERPs)
- Previous Supply Chain experience or education an asset

### Job Perks

In addition to working with an awesome group of people, Eteros offers a comprehensive benefits package after three months. After one full year of employment, employees are eligible to participate in the company's Employee Stock Ownership Plan.

### Salary

\$50,000 - \$65,000 per year

### Duties

- Ordering raw materials, products and services for manufacturing machines, accessories, and new products in development
- Ensuring the quality of the parts received from suppliers is in line with Eteros standards
- Working with Inventory Lead to maintain stock of raw materials required for production
- Coordinating shipping and receiving of all materials for equipment builds and **ensuring timely delivery for tight manufacturing schedules**
- Maintaining mutually respectful supplier relationships and **persistently following up to ensure on-time delivery**
- Maintaining accurate inventory records

### Job Type Full-time

**Hours** Standard office hours are 8:00am – 4:30pm but it is expected that there will be a requirement to work outside of or beyond those hours from time to time.

**Location** Carleton Place, ON

**Application Instructions** Please take the following steps to apply

1. Complete the Predictive Index at the following link:  
[https://assessment.predictiveindex.com/bo/q50/Supply\\_Chain\\_Coordinator](https://assessment.predictiveindex.com/bo/q50/Supply_Chain_Coordinator)
2. Submit your cover letter and resume, explicitly addressing the requirements of the job poster, to [careers@eteros.com](mailto:careers@eteros.com)

Please note that applications that do not follow the above instructions will not be given further consideration.