



Inventory and Logistics Coordinator – Madison Heights, MI

We are currently seeking a top-notch Inventory and Logistics Coordinator with excellent organization skills and a personable disposition that will be responsible for managing inventory and coordinating transportation between facilities as needed, both domestically and internationally. The ideal candidate will have the natural ability to roll with the punches, staying flexible to handle anything that might come their way. You will be a strong and reliable support to company operations while maintaining procedures, communication, and internal customer service. In this position, your efforts allow us to achieve efficiency and promote high levels of customer service throughout the organization.

Ionbond – The Surface Engineers™

Ionbond is a global, yet local acting, company where we work in a technical innovative environment. Our employees make a difference for companies in medical, automotive, aerospace and decorative industries with providing thin-film coating services. We operate 37 coating centers in 16 countries over 3 continents. Our coatings are used to improve durability, quality, functionality, efficiency and aesthetics of tools and components. Ionbond is a global leader in PVD, CVD and PACVD coating technologies.

What defines this job?

- Responds to requests for parts orders and inquiries from current and prospective customers
- Initiates order handling, packaging, freight scheduling & logistics in/out of approved Coating Centers and customers facilities
- Ensures adequate inventory levels are available for shipments
- Overall inventory control of spare parts both on-site and in key plants
- Conduct monthly and annual inventory
- Enter/update new & existing parts in ERP system
- Source components and negotiate pricing and delivery times with vendors
- Reviews outstanding purchase orders for accuracy and approve as authorized
- Keeps management informed of important developments, potential problems, and related information as necessary
- Investigates problems and pertinent information requests and properly handle matters concerning order-related difficulties
- Responsible for maintaining the stockroom in a safe and orderly manner, 5S implementation
- Other duties as apparent or assigned.

What do we offer?

Our employees are our single most valuable assets! We strive to make Ionbond a great place to work including:

- Diverse work environment where we embrace teamwork and innovation that drives us towards new applications and customer service excellence
- Competitive compensation package; salary based on experience and educational credentials
- Excellent medical & dental benefits with affordable premiums and annual deductibles
- Flexible spending accounts (medical and dependent care)
- Life insurance
- Short-term & long-term disability
- Generous Paid Time Off
- Tuition Reimbursement
- 401k Safe Harbor Retirement Account plus company match
- International and local growth opportunities

What do we ask?

The preferred candidate will have earned a degree from an accredited college (preferred); High School diploma is required minimum education. Two to four years' minimum experience working in an industrial or manufacturing environment with inventory and international and domestic logistics/shipping experience. Technical sales/customer service experience involving industrial accounts is a plus. Possess outstanding customer service skills and the ability to go above and beyond to meet or exceed expectations. Strong communication skills; both verbal and written. Proficient in Microsoft Office and basic office tools such as the internet, PCs, email, etc. Strong work ethic, attention to detail, organization, and time management skills. Able to work core business hours on-site that reflect the hours of our business. Display high levels of energy and professionalism. Ability to travel to other Coating Centers as needed; no more than 10% annually. Candidate must be eligible to work in the United States, undergo criminal background check, and pass a pre-placement physical.

Interested in this job?

Please send your resume by email to this site: <https://www.indeed.com/cmp/Ihi-Ionbond-Inc.-1>

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