



## About SBP

SBP is a national disaster rebuilding organization whose mission is to shorten the time between disaster and recovery. We strive to ensure that disaster-impacted communities recover in a prompt, efficient and predictable manner.

<http://sbpusa.org/>

## Supply and Logistics Coordinator

Supply & Logistics Coordinators ensure construction sites are provided with the necessary tools and materials on time and accurately so that our Project Managers and Skilled Specialists have what they need when they need it. Supply & Logistics Coordinators efficiently procure materials, prepare and deliver orders, and schedule pick-ups for each job site with a keen focus on accuracy. They work closely with vendors to procure necessary materials. They keep the warehouse organized, stocked and clean of debris and clutter. They organize and maintain tools and track their location. They maintain a sizeable fleet of work vehicles. They focus on keeping the warehouse clean and safe while constantly creating and refining processes. The warehouse coordinates with the Construction Team to assist with interdepartmental needs and work orders. Supply & Logistics Coordinators ensure that SBP is represented in a positive and professional manner by completing each project on time and on schedule, interacting positively with colleagues, maintaining tools and focusing on safety in the warehouse and at each job site.

### *Responsibilities:*

- Effectively schedule prompt and accurate deliveries of supplies so that trade teams, project managers and site supervisors have what they need to complete each project on time and on schedule
- Maintain a clean, safe and organized warehouse to ensure tools and materials stocked in the warehouse are easily found, accessible and properly maintained.
- Prepare orders (tools and materials) for project managers and trades teams.

- Ensure prompt and accurate delivery of these orders.
- Perform internal accounting to maintain tools and tracks their location.
- Schedule and conduct deliveries and other tasks to ensure optimal efficiency throughout each day and week.
- Discover when there is a risk or problem in warehouse operations
- Create innovative solutions for facility design, scheduling and logistics of supply deliveries etc. relevant to warehouse operations.
- Develop and track daily and weekly goals.
- Maintain a professional and positive attitude.
- Interact effectively and positively with other team members.