Job description: Supply Chain Coordinator

Rainhouse is seeking a Supply Chain Coordinator / Materials Specialist with a mechanical engineering background to support purchasing, materials management, and logistics for our operations. The ideal candidate is organized, technically minded, and able to work independently in a fast-paced environment.

Key Responsibilities

- Issue and manage purchase orders for production and project requirements.
- Maintain supplier relationships and manage delivery schedules, quality issues, and RMA processes.
- Set up and maintain part data in the ERP system (pricing, lead times, sourcing).
- Review engineering drawings and perform material take-offs.
- Source and quote materials, components, and specialty items.
- Manage inventory levels, conduct counts, and resolve discrepancies.
- Coordinate receiving, packaging, shipping, and customs documentation.
- Support continuous improvement initiatives and general supply chain activities.

Required Skills & Experience

- Mechanical engineering or materials background (certificate, diploma, or degree).
- Minimum 2 years purchasing experience in a manufacturing environment.
- Strong communication skills and ability to work in a fast-paced, small-team setting.
- Highly organized, self-motivated, and comfortable managing competing priorities.
- Proficiency in MS Excel; ERP/MRP experience an asset.
- Experience with materials, machined parts, optics, or electronics procurement.
- Document control or part-number management experience (asset).
- APICS/SCMP certification and forklift experience (assets).

Job Type: Full-time

Benefits:

- Casual dress
- Company events
- Dental care
- Extended health care

- Paid time off
- Tuition reimbursement

Education:

- AEC / DEP or Skilled Trade Certificate (preferred)

Experience:

- Manufacturing: 2 years (preferred)

Work Location: In person

Pay: CA$55,000.00-CA$75,000.00 per year