

**Molding Products LLC**, located in South Bend, Indiana, is a manufacturer of custom sheet molding compounds (SMC) serving Tier I automotive, consumer, marine, and industrial thermoset compression molders.

We are looking for a **Supply Chain Administrative Assistant**. This individual will work directly with the Supply Chain Manager to assist in necessary day to day functions such as generating reports to maintaining relationships with customers and vendors.

**Responsibilities:**

- Process all vendor invoices for approval and submit for payment
- Generate daily shop order packets and verify for accuracy
- Generate daily finished goods labels and verify for accuracy
- Relieve raw materials in Adage for completed shop orders
- Create finished goods in Adage for completed shop orders
- Generate shipping paperwork
- Backup customer service representative
- Maintain 100% raw material barcoding
- Assist in Monthly Cycle / Physical Inventory Counts
- Purchase MRO Supplies (Maintain minimum / max stocking levels)
- Maintain Paper Filing Systems
- Perform weekly 6S inspections with Dept. Manager

**Requirements:**

- High School Diploma/GED or higher
- Proficient in Microsoft Excel, Access, and Word
- Strong oral and written communication skills
- 2-3 years in an Office Administrative position
- Ability to work 40 hours per week

**Preferred but not required:**

- Bachelor's Degree in Business Administration or similar field
- Previous Supply Chain Administrative experience
- Strong general math skills.

**Comprehensive Benefits Package:**

- Competitive Salary
- Medical Benefit Plan
- Dental Plan
- Vision Plan
- Life Insurance Plan
- Short and Long-Term Disability Plans
- Medical and Dependent Care Flexible Benefits Plan
- 401K Plan that includes matching as well as profit sharing