



## **Inventory & Office Coordinator**

### **Company Description:**

Blue Pillar connects the Energy Things that power our world. The only IoT solution to unite all Energy Things onto a single platform, Blue Pillar unleashes the power of real-time data to strengthen critical infrastructure and accelerate business. Blue Pillar's Aurora® is automated through a template-driven process where security is built-in from sensor to cloud. With Blue Pillar, companies have unprecedented insight into their energy needs to become more efficient and have peace of mind that when the grid goes down, their business will continue forward. Learn more at [bluepillar.com](http://bluepillar.com) or on Twitter at @bluepillarinc.

As a company, Blue Pillar is a dynamic place where you can make an immediate impact. We value perseverance, innovation, and a focus on results as defining traits to the core of our organization. We have extremely high expectations for our employees and the associated rewards and recognition that come along with achieving those results. We're looking for candidates who share these same traits and a passion for defining the future of this emerging industry. If you have these characteristics and this passion, please review the opportunity below and consider joining our team.

For more information, visit: [www.bluepillar.com](http://www.bluepillar.com).

The Inventory & Office Coordinator is an essential role to maintaining smooth operations at Blue Pillar – ensuring teams across the organization have what they need, when they need it to best serve our customers. This hybrid role has the responsibility of managing the day-to-day operations of our Indy office as well as serving as the center of all things purchasing and inventory. Procurement and stock flow is a vital part of our business as the product lines our customers rely on include complex parts and devices, this role will monitor and manage outsourced fulfillment activity as well as manage purchasing, and on-site inventory workflow.

**Reports To:** Manager, Agile Delivery

**Location:** Indianapolis, Indiana

**Position expectations:**

**Inventory & Purchasing**

- Manages entire purchasing and procurement process and related activities including monitoring outsourced fulfillment operations, processing requisitions and authorizations, ordering, picking/shipping, stock movements, stock adjustments, return merchandise/return to vendor, stock replenishment, and receiving.
- Manages all procurement transactions including documentation/audit trail records, manages data in inventory management tool.
- Coordinates and tracks movement of materials through the assembly building process including movement within internal teams, external build partners, suppliers, and installers.
- Completes accurate and timely fulfillment for outbound shipments including preparing materials for shipment and executing shipping documentation.
- Resolves order and billing discrepancies in coordination with accounting and vendors, and responds to inquiries on any material received.
- Generates monthly reports on inventory balances and counts.
- Reviews, analyzes and modifies operating programs, practices, and procedures related to inventory and purchasing.
- Continuously improves inventory and purchasing processes.

**Office Coordination**

- Oversees and maintains Indy office organization including coordinating and performing office upkeep (kitchen, common areas, etc.).
- Maintains and tracks office supplies, including snacks and drinks.
- Plans in-house or off-site activities, all-hands events, conferences, parties, and celebrations.
- Organizes meetings and arranges appointments.
- Maintains reception area by receiving deliveries and mail, greeting occasional office visitors.

**Other**

- Actively participates in regular team meetings, providing input to contribute to the team's overall success.

- Runs monthly general hours accounting report and professional service hour report, works with teammates to ensure accurate hours reporting, and supports accounting questions and discrepancy resolution.
- Assists Customer Success Managers and the Customer Support team with other activities, as needed.

### **General Experience and Knowledge**

- Required
  - Self-motivated and proactive, uses diligent follow-up approach
  - Intermediate to advanced Microsoft Office skills with a technical aptitude to learn new tools
  - Ability to work independently and as part of a team
  - Basic knowledge of business principles and processes and office protocol
  - Strong attention to detail and excellent organization skills are a must
  - Process improvement and documentation focus
  - Good relationship building skills, ability to leverage servant leadership approach with teammates, vendors, and partners
  - Analytical skills and inquisitive nature
  - Ability to effectively present information and respond to questions
- Preferred
  - Previous experience or exposure in operations, supply chain, or inventory management
- Helpful but not necessary
  - Experience in data analysis

**[Please follow this link to submit your application](#)**