



Supply Chain Operations Coordinator

Location: Hanoi, Vietnam – Feb 2024

Are you ready to use your logistics and procurement acumen to restore vision for millions of people in frontier and emerging markets? Would you like to work for an organization that combines the best of business and social impact practices?

VisionSpring, an international social enterprise, is seeking a **Supply Chain Operations Coordinator**. The Supply Chain Operations Coordinator has a key role in the In-Country planning, organizing, and conducting of day-to-day Supply Chain Operations and large-scale projects for Procurement, Logistics, Warehousing and Distribution. A SCO Coordinator will be responsible for managing our In-Country Warehouse in Hanoi and Ho Chi Minh City and will review and coordinate all Sales, POD, and Inventory Data into the VisionSpring SAP ERP system. The SCO Coordinator will have a detailed awareness of stock on hand and actively monitor what is being used and support Global Supply Chain Management in managing stock and stock replenishments in a timely manner. The SCO Coordinator will report to Global Supply Chain Director and Country Manager.

This role is a contract-based, full-time position for the initial period of one year. As with other contractors with whom we have worked for many years, we expect the successful candidates to be willing to be long-term contractors for VisionSpring.

ABOUT YOU

- You seek to improve all aspects of the supply chain department by reviewing current methodology and processes.
- You will maintain a friendly and professional relationship with vendors while promoting company initiatives and values.
- You excel at juggling numerous shipments to diverse destinations simultaneously.
- You are willing to aggressively push our suppliers to work quickly to deliver as expected and resolve problems when they do not, all while maintaining positive, strong relationships.
- You are analytical. You can break down bids to understand which vendor costs are driving ours and where there is room to negotiate.
- Although you can work independently and serve as the in-house expert for all things logistics, you are not a solo performer. You enjoy relationships with many stakeholders in a dynamic environment, maintaining close ties with colleagues and external partners. You connect with people across the organization to gain insights into every operations function, from manufacturing to last-mile delivery, from sales to finance.
- You thoroughly understand sourcing and find fun in designing and implementing best-in-class, environment-friendly procurement processes.

ABOUT US

- We are creating access to affordable eyewear, everywhere. Clear vision creates opportunities for increased learning, work, safety, civic participation, and quality of life.
- As a social enterprise, social change motivates us first. Our focus on sales and revenue targets serves and advances our mission objective—to increase functioning, productivity, and income earning potential for our low-income consumers by correcting refractive error with eyeglasses.



- We are working to transform the systemic dysfunction of an optical market that has failed to deliver eyeglasses—a 700-year-old technology—to 2.5 billion consumers in need of vision correction, most of whom live on less than \$4 a day.
- We serve low-income consumers, not as beneficiaries but as customers. Our customers expect a high-quality and affordable product, and they will spend limited discretionary income for the immediate and tangible benefits of vision correction.
- By selling eyeglasses, we awaken new demand and seed a viable market. By selling new eyeglasses we are able to serve four times as many people per dollar input than the alternative of donating recycled ones. To efficiently scale, we must deliver each new unit with lower cost.
- We run our business on both sales metrics and social impact measures. We exploit a range of organizational forms and practices to get the job done.
- We believe in scaling our impact, not our organization. We are a lean team of doers.

WHAT YOU'LL DO

Fulfillment

- Seek to improve all aspects of the supply chain department by reviewing current methodology and processes.
- Work closely with the Global Supply Chain Director and the IT department to create effective databases to manage and organize accurate warehouse inventory.
- Maintain a friendly and professional relationship with vendors while promoting company initiatives and values.
- Research and seek out the most cost-efficient shipment procedures and methods.
- Validate & Receive SKU replenishment shipments into Warehouse & SAP Inventories
- Organize and oversee inventory by keeping a detailed database of available inventory and committed inventory per client/program. Ensure data entry accuracy.
- Plan and implement supply chain Monthly Metrics and Inventory Cycle Count projects.
- Plan and coordinate the opening of our own warehouse for In Country Supply Chain operations.
- Be Hands-On for Inventory Management and Customer/Program Order Picking, Order Processing and Shipping.

Purchasing and Demand Management

- Review Inventory OnHand versus Closed Sales Order Demand versus Sales Force Open Opportunities
- Provide Months of Inventory and make recommendations for sku replenishment.
- Create Inventory Forecast Model to ensure we have the right product available for our customers.

Camp support.

- Work with Country Manager and Program Coordinator team to provide support with camp preparation, and execution of vision camps.
- Support with glasses distribution/orders on site.
- Facilitate orders of readers/eyeglasses/frames through Vision Champions (if any).



WHAT'S REQUIRED

- Experience managing and improving supply chain data, information, and processes.
- Actively seek to improve all aspects of the supply chain by streamlining steps.
- Professional communication skills are essential when conversing and negotiating with vendors.
- Exceptional ability to conceptualize large-picture projects and foresee challenges and needs to be addressed.
- Top-level understanding of all aspects of supply chain processes
- Ability to research companies and determine the best vendors to reach out to for various projects.
- Previous experience with Supply Chain Management is essential.
- Experience working in and maintaining databases using SAP, Microsoft Excel, and others relevant to company processes.
- Supply Chain Management certification is strongly preferred, and we welcome those with and without Undergraduate or Graduate Degrees to apply.

COMPENSATION

- Salary range is around \$7,000-\$8,000 per year based on experience and education for the applicable market.
- We offer comprehensive benefits, including medical, annual health insurance, vision check, as well as 401(k) with match, pre-tax commuter plan, flexible spending accounts, and generous vacation/personal time.

TO APPLY

- We want to know more than just what you have done. We want to know who you are. What are the passions and talents that draw you to this role?
- Please submit your application, including a thoughtful cover letter and CV/résumé, saved as a single document, to noha.hatata@visionspring.org and vietnam@visionspring.org.
- Please update your CV/résumé to include a brief description (one or two sentences) about the business/mission of each organization where you have worked. Include your last name and "Supply Chain Operations Coordinator " in the subject line.
- The preferred start date is around March – April 2024.
- Please note, only candidates to be interviewed will be contacted.
- At VisionSpring, diversity, equity, and inclusion are directly aligned with our core value to advance equity. VisionSpring is an equal opportunity employer and welcomes people from all experiences, abilities, and perspectives to apply.