



Job Title: Service and Inventory Coordinator

Location: Middleby Marshall, 1400 Toastmaster Dr. Elgin, IL.

Position Type: Full-Time - Salary

Company Overview: Middleby Marshall stands as a prominent producer of commercial food service equipment, with a focus on innovative conveyor ovens. Middleby Marshall is excited to present an outstanding opportunity to be part of our team as a **Service and Inventory Coordinator**. This role is critical to the success of the Shipping department, while also working closely to support Middleby Marshall's Operations and Continuous Improvement department.

Job Summary: The Parts Shipping Manager is responsible for overseeing and managing the shipping operations of the parts department. This includes ensuring accurate and timely shipment of parts, managing shipping staff, coordinating with suppliers and customers, and implementing effective shipping procedures to optimize efficiency and cost-effectiveness. Oversee inventory access, performing daily cycle counts and investigating inventory discrepancies.

Key Responsibilities:

- Verify product locations and conduct physical counts of inventory.
- Accurately record and validate inventory counts daily.
- Run inventory variance reports from MAPICS and Infor XA to confirm count accuracy.
- Review cycle count inventory variance reports and investigate discrepancies.
- Recount items with discrepancies exceeding defined dollar thresholds and submit findings to Inventory Control & Accounting for review and approval.
- Identify root causes of inventory variances and recommend corrective actions to prevent future discrepancies.
- Oversee daily shipping operations to ensure timely and accurate shipment of parts.
- Ensure accurate inventory levels for parts to meet shipping demands.
- Coordinate with the inventory control team to maintain optimal stock levels.
- Monitor and manage inventory discrepancies and resolve issues promptly.
- Address and resolve customer inquiries and issues related to parts shipping.
- Ensure high levels of customer satisfaction through effective communication and service.
- Provide regular updates to customers on shipment status and delivery times.
- Provide process improvement recommendations to enhance inventory accuracy and operational efficiency.
- Perform additional duties as assigned.

Qualifications:

- Proven experience as a Shipping Manager or in a similar role.
- Strong knowledge of shipping and logistics processes and regulations.
- Excellent organizational and multitasking abilities.
- Strong leadership and team management skills.



- Proficiency in Microsoft Office Programs and ERP Systems.
- Effective communication and problem-solving skills.

Standard Benefits:

Middleby Marshalls offers a range of available benefits to all employees, including medical, dental and visions programs. Company paid short-term and long-term disability and basic life insurance. Other benefits include PTO accrual, paid holidays and company match 401K.

Salary Description: \$50,000 – \$70,000 per year

Application Process: If you are interested in joining our dynamic team as a ***Service and Inventory Coordinator*** <https://recruiting.paylocity.com/recruiting/jobs/All/43f8e17e-8da2-46cc-821b-4f2247da8c3b/Middleby-Marshall-Inc> please apply at and submit your resume detailing your relevant experience and qualifications.

Middleby Marshall is an equal opportunity employer and welcomes applications from individuals of all backgrounds.