



Supply Chain Associate Job Description

About Social Bicycles

Social Bicycles builds the next generation of urban mobility: bicycle sharing systems that are smarter, cheaper, and faster to deploy than traditional systems. We build 'smart bicycles' with on-board GPS connectivity and an integrated lock. Our team of hardware and software engineers and industrial designers produce every aspect of our industry-leading bike share platform.

We are currently expanding rapidly and are looking to add to our team of urban planning and transportation wonks, engineering wizards, and cycling devotees. We place tremendous value on our Company's roots and culture: a mix of ingenuity, controlled chaos, hard work, and sense of purpose. All candidates should have the experience, competence, and enthusiasm to dive in headfirst and rapidly solve complex, exciting, and complicated problems. This job opportunity offers a unique chance to join a small team and make a big impact.

As Supply Chain Associate, you will be responsible for coordinating domestic and international logistics, issuing and tracking POs, and helping to ensure timely project completion. This role will also assist in implementing and optimizing ERP and PLM systems. The candidate will work closely with engineering and operations, as well as vendors both domestically and abroad.

Primary Responsibilities

- Process PO requests and update tracking sheets throughout entire process through delivery
- Coordinate material movement between vendors, warehouse and customer sites
- Ensure supplier and delivery commitments are met through continuous follow up regarding order status, vendor performance, and resolve problems regarding quality and supply as required
- Work with Engineering to identify and reconcile shortages and engineering changes that will have an impact on production plans and project schedules
- Develop improved project tracking systems to inform team of PO and delivery status
- Proactively identify potential production delays, and establish contingency plans to meet customer expectations
- Ensure compliance with all shipping regulations and requirements
- Perform a variety of other duties and tasks as required

Experience and Skills

- Bachelor degree in related field (Business, Supply Chain, Engineering)
- 1-2 years of relevant work experience preferred
- Familiarity with ERP and PLM software
- Intermediate to Advanced Excel skills
- Fluency in Mandarin preferred but not required
- Familiarity with electronics and/or bicycle manufacturing a plus

Position Requirements

- Ability to troubleshoot issues and develop effective solutions
- Availability for occasional domestic and international travel (10%)
- Strong communication skills to liaise information between internal and external stakeholders
- Ability to work in a fast-paced environment and adapt to ever-changing priorities and tasks



Equal Opportunity Employer

It is the policy of SoBi to provide employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.

SoBi strongly encourages diverse candidates to apply.

Drop us a note at jobs@socialbicycles.com if you are interested.