



Supply Chain Coordinator - SAP

Minneapolis, Minnesota, USA

About us

Calyxt, Inc. is a consumer-centric, food- and agriculture-focused company. Calyxt is pioneering a paradigm shift to deliver healthier food ingredients, such as healthier oils and high fiber wheat, for consumers and crop traits that benefit the environment and reduce pesticide applications, such as disease tolerance, for farmers. Calyxt develops non-transgenic crops leveraging processes that occur in nature by combining its leading gene-editing technology and technical expertise with its innovative commercial strategy. Calyxt is located in Minneapolis-St. Paul, MN, and is listed on the Nasdaq market (ticker: CLXT).

For further information please visit our website: www.calyxt.com

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Job Summary

Calyxt is seeking a highly motivated and detail-oriented individual to join our Supply Chain organization to provide trade execution and supply chain administration support. The successful candidate will have an opportunity to work in a fast changing and dynamic growth market. This role will work across departments and touch transactions in the seed, grain, supply chain and sales space.

Key Responsibilities:

- Coordinate with the grower relationship management team regarding grower contracts and accurately enter contract data into SAP.
- Work with logistics team regarding the shipment, transportation, contract application and material transfer from growers to Calyxt managed grain elevators and then to contracted crushers. Enter data into SAP in a timely manner.
- Coordinate with logistics team to arrange a local warehouse delivery plan.
- Work directly with our sales team to enter customer orders and contracts into SAP and perform contract management tasks regarding movement of Finished Goods and Co- Products.

- Follow up electronically with carriers and customers to confirm successful delivery.
- Ensure timely execution and regular follow-up with all related counterparties including grain elevators, crushers, carriers and customers.
- Set up reports in SAP to support the requirements of different departments.
- Work closely with the accounting group at month-end to reconcile all transactions.

Required Qualifications:

- Associates or Bachelor Degree in Accounting, Business, MIS, Supply Chain or related field.
- Three years of experience working in a high-volume business transaction function requiring close attention to process adherence.
- Experience using an ERP required, SAP preferred.
- Strong communication skills, both verbal and written.
- Demonstrated ability to work with a sense of urgency and timeliness with strong attention to detail.
- Experience working in a cross-functional team environment.
- Proficient in the use of Microsoft Word and Excel (Office).

Preferred qualifications:

- Two to three years of experience working in agribusiness.

Contact: Please send resume and motivation letter to CLX_SCC_2018-12@calyxt.com