

JOB DESCRIPTION

***** SUPPLY CHAIN MANAGER *****

Hours: Mon – Friday 8:00-5:00; **PLUS**, every other Saturday from 8:00-1:30

Status: Fulltime / Salary

Reports To: Owner/President & VP of Operations

Purpose

Expected to improve warehouse operations through the use of lean enterprise practices.

Analyzes procurement metrics to enhance supply chain processes.

Ideal Candidate

Will have Supply Chain Management, Inventory Control, Full Life-Cycle Planning and Forecasting experience to manage and support wholesale, retail and e-commerce sales. Is analytically minded with a knack for streamlining processes. Can manage staff: vendor/material requirements, accountability, performance and time-off.

Requirements:

- Minimum 5+ years of progressive experience in Supply Chain Management: Inventory Control, Planning, and Forecasting
- Minimum 2 years experience managing Buyers and Procurement staff
- Knowledge of general manufacturing operations, planning theories and scheduling principles
- Familiar with continuous improvement methods (e.g. pull systems, process mapping, JIT)
- Able to work with complex BOM structures
- High degree of experience in data mining and report building
- Ability to research, collect and analyze data
- Able to conduct inventory analyses and risk assessments on supply trends and demand factors
- Demonstrated success working in a fast-paced and demanding manufacturing environment
- Well organized, detail oriented with strong follow-up skills
- Hands-on, self-motivated, self-starter with a strong work ethic and interpersonal skills
- Strong written, verbal, collaboration and negotiation skills
- Ability to successfully work with cross-functional teams
- Advanced understanding and use of Microsoft Excel required
- Sage/ERP software use and implementation experience a **PLUS!**

Job Duties: responsibilities include, but are not limited to:

- Manages department staff in the: planning, sourcing, delivery, warehousing, and return of goods and product
- Manages labor costs, personnel productivity, inventory levels, data accuracy and warehouse demands
- Monitors component shortage status and back order resolution with staff
- Holds regular Procurement meetings with department staff to review backorders, aging report, purchase orders, production schedules and ETA's
- Collects relevant data on productivity and customer demand to improve supply chain process
- Tracks product flow and studies the movement of goods to identify gaps in efficiency
- Analyzes demand trends, inventory usage, scrap, waste and identifies and quantifies potential problems
- Ensures accurate item master and Bill of Material
- Helps achieve inventory level objectives and fill rates
- Determines material requirements and creates job orders for purchasing
- Compiles, creates and maintains databases and detailed records
- May assist in developing and implementing software solutions
- Provides regular updates and status reports to management
- Ensures the appropriate import/export compliance procedures are followed by employees, service providers and freight forwarders
- Performs other supply chain/purchasing/inventory control duties as assigned

Preferred Qualifications:

Degree in Supply Chain Management, Procurement or equivalent

Planning and Forecasting experience in an automotive or mechanical manufacturing environment

APICS / CPIM

Sage / MRP / ERP system experience

Expert MS Office skills (Excel, Word, Outlook)