JOB DESCRIPTION

POSITION: Supply Chain Manager

DEPARTMENT: Operations

P/R TYPE: Exempt

SUPERVISOR: Plant Manager

Primary Function:

The Supply Chain Manager controls all aspects of materials from raw material purchases and delivery through shipments to customers. He/She acts as the owner of the ERP system and oversees procurement, planning, scheduling, inventory, shipping and receiving.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for all aspects of the Visual ERP system.
- Directs planning of procurement and raw materials including subcontracted services.
- Responsible for inventory accuracy and turns.
- Ensures that every step of the procurement and material management processes are functioning effectively to avoid costly delays and lost sales opportunities due to availability of materials.
- Communicates needs and objectives to key internal and external stakeholders, including suppliers, sales, service, manufacturing and management.

Duties and Responsibilities:

Planning/Scheduling:

- Oversees all planning and scheduling activities.
- Works closely with Sales and Engineering on new jobs and product developments.
- Provides input into staffing and capacity needs in order to maximize productivity and efficiency.
Estimating:

- Maintains the standards used for job quotes and schedule lead times.
- Works with engineering to order time studies used for ERP input.

Purchasing:

- Responsible for efficient and accurate MRP functionality.
- Negotiates cost reductions.
- Identifies primary and alternate sources for each item needed and encourages suppliers to remain competitive to achieve best value (quality, lead time, parts and service)
- Works with quality manager to qualify suppliers and to monitor their performance.
- Incorporates drawings, quality specifications and requirements into purchase orders to maintain high quality standards and expectations.
- Establishes and enforces procedures to ensure proper recording, storage and tracking of all items purchased by the Company.
- Monitors prices of major commodities; analyzes impact based on annual usage and reports findings to management for budgeting purposes.
- Monitors significant trends, changes in suppliers, and prices to capitalize on opportunities and/or protect company positions.
- Prepares and issues POs for complex or specialized parts/materials to support production and sales.
- Researches and identifies non-standard or at risk parts and assist in developing new sources of supply.
- Contacts carriers to negotiate contracts/pricing, troubleshoot problems, and to arrange/coordinate challenging shipments.

Supplier Management:

- Manages the relationships between many different suppliers.
- Selects suppliers and works with Quality Manager to qualify and measure performance in areas of quality, on-time-delivery, technical resources/support and ease of doing business.
- Negotiates terms to obtain necessary materials and product in timely and most cost effective manner.
- Solicits promotions, discounts, markdowns, warehousing options and favorable payment terms from suppliers.
- Works with Quality Manager to identify and resolve problems with suppliers in a timely manner using the Supplier Corrective Action process (SCAR).
Logistics:

- Oversees the shipping and receiving functions.
- Negotiates in-bound and out-bound freight and carrier contracts and terms.
- Responsible for ordering and importing sea containers, as well as complying with customs regulations and maintaining relationships with freight forwarders and coordinating their efforts.

SUPERVISORY RESPONSIBILITIES: Directly supervises Planning/Scheduling, Purchasing, Shipping and Receiving functions.

Minimum Qualifications/Experience:

- Bachelor’s degree in Business, Supply Chain Management, or other related discipline.
- 10+ years of purchasing, including the purchasing technical products/materials and commodity items.
- 5+ years of successful supervisory experience. Must be a leader.
- Proficiency in Microsoft Office programs such as Excel, Word, Outlook and AutoCad.
- Ability to read/interpret blueprints, drawings, or other technical material.
- Ability to communicate effectively and work well in a team-based environment.
- Excellent attention to detail.
- Highly organized and process-driven.
- Dedicated to the pursuit of continuous improvement.
- APICS Certification is a plus.