



## JOB DESCRIPTION

Position Title	<b>Supply Chain Manager</b>	Department(s)	<b>Supply Chain</b>
Direct Report(s)	<b>Purchasing and Materials</b>	Revision/Approval/Date	<b>12/28/11</b>
Pay Schedule		Pay Type	<b>Exempt</b>

### JOB SUMMARY

The Supply Chain Manager leads the procurement and warehousing efforts of the operation and is responsible for continuous improvement and managing delivery, costs, and quality to meet strategic objectives.

### RESPONSIBILITIES

- Manages materials costs and margins.
- Manages supplier relationships for optimal terms, costs, quality, and delivery.
- Negotiates with suppliers and freight carriers for services and preferential rates.
- Manages logistics to support production requirements.
- Manages inventory levels including excess and non-conforming materials.
- Manages assets and physical space.
- Evaluates interdepartmental effectiveness and process flows and makes improvements.
- Staffs areas to meet current and future needs to support production.
- Directs and coordinates activities in each area to meet goals.
- Develops written succession plans.
- Trains and develops others.
- Develops and implements process improvements to strengthen customer service and reduce costs.
- Collaborate with other departments to meet customer requirements and optimize supply chain.
- Controls costs and works within established budgets.
- Plans and implements safety and security activities.
- Resolves problems and open issues.
- Analyzes performance data to measure productivity and to determine areas needing improvement.
- Executes plans for continuous improvement.
- Reports project plans, progress, and results.
- Explain solutions through written proposals and oral presentations.
- May be asked to perform other duties at a lower level or higher level of proficiency or not related to this classification on occasion.

### EDUCATION / EXPERIENCE REQUIREMENTS

- College degree or technical training required.
- Purchasing or Materials Certification by a nationally recognized organization.
- Minimum eight (8) years of direct experience relating to procurement with a minimum of two years experience procuring electronic components and/or PCB's.
- A minimum of 5 years of experience in manufacturing, procurement, and warehousing required.
- A minimum of 5 years supervisory experience required.
- IT or other systems training experience preferred.
- MS Access/Excel proficiency preferred.

### SKILLS AND ABILITY EXPECTATIONS

- Proficiency with Microsoft Office and Internet.



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- Ability to multi-task, set priorities and meet strict deadlines.
- Ability to lead, motivate, coach, and teach others.
- Demonstrates time management skills.
- Strong organizational and communication skills.
- Using logic and reasoning to identify solutions to problems.
- Teaching others new processes and procedures.

### EXPECTATIONS

- Set the example by actively contributing to department and company goals.
- Clarify expectations and seek additional training as needed.
- Build quality into work. Ensure processes are consistent with quality objectives. Be aware of current quality levels versus target levels.
- Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.
- Maintain a clean and safe work area.

### PHYSICAL REQUIREMENTS:

- **Temperature:** 65 – 75 degree
  - **Humidity:** Normal
  - **Other Hazards:** None (poor ventilation, chemical, electrical, etc.)
  - **Percentage of time spent outside:** 0%
  - **Protective Clothing Required:** ESD Smock
  
  - **Physical Activity:**

Sit – 70%	Stand - 25%	Walk – 5%	
Squat - _%	Bend - _%	Twist - _%	Lift – _%
Kneel - _%	Drive - %	Climb - _%	Crawl – _%
  
  - **Reach above shoulder - \_%**      **Other - \_%**
  
  - **Maximum consecutive time during the normal workday for each activity:**

Sit – 120 min	Stand – 20 min	Walk – 10 min	
Squat - _min	Bend - _min	Twist - _min	
Kneel - _min	Drive - _min	Lift – _min	Crawl – _min
Reach above shoulder: _min	Push - _min	Pull - _min	
  
  - **Tools/Equipment Used:**

	<b>Frequency of Use:</b>	
1-33%	34-66%	67-100%
- |          |   |  |
|----------|---|--|
| Computer | X |  |
|----------|---|--|



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### Repetitive Use of Hands & Feet:

	Not Req'd	Occasional	Frequent	Continuous
Simple Grasping		X		
Pushing/Pulling		X		
Typing/Data Entry		X		
Fine Manipulation	X			
Repetitive use of foot in operating machine controls	X			

### Sensory Requirements:

Weight required to be manually lifted each normal work day:

(Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)

	Not Req'd	Occasional	Frequent	Continuous
Up to 10 pounds		X		
Up to 20 pounds		X		
Up to 35 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Lifting and Carrying: (list any)