

SUMMARY:

The Supply Chain Leader is responsible to coordinate, organize, and oversee all activities involved in the identification, acquisition, production, and distribution of the company's products. Review the planning and procurement of raw materials, outsourced services & tooling to meet company requirements in a timely, efficient, and cost-effective manner. Manage inventory levels of raw material, hardware/components, and finished goods. Strategically source suppliers, facilitate RFQs, oversee purchase orders, negotiate pricing, identify cost savings, and manage vendor relationships.

ESSENTIAL DUTIES

- Collaborate with other departments to identify and maintain resources needed to establish and provide an effective supply chain.
- Establish performance metrics for measurement, comparison, or evaluation of factors affecting the supply chain.
- Develops and maintains detailed inventories of materials and supplies located in the company.
- Maintains required quantity of supplies and materials to optimize production.
- Analyzes current inventories and procedures; suggests improvements to increase efficiency of supply chain and profitability for the company.
- Develops policies to increase efficiency throughout the supply chain while ensuring quality and safety; implements subsequent changes to processes.
- Assesses the need for material-handling equipment and staffing; makes recommendations to ensure efficient loading, unloading, movement, and storage of materials.
- Negotiates prices for raw material and delivery with suppliers, vendors, and/or shipping companies.
- Participates as an advisory member of the product development team, providing information and guidance on availability and cost of supplies and materials.
- Acts as part of the team coordinating engineering changes, product line extension, or new product launches to ensure timely and orderly material and production flow transitions.
- Monitors the performance of suppliers, assessing their ability to meet quality and delivery requirements; identifies and qualifies new suppliers in collaboration with other departments.
- Maintains a constant awareness of safety issues within the work environment.
- Business travel will be limited to supplier visits and training.
- Performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

- Direct supervision of Shipping & Receiving/Material Handling staff
- Indirectly with Admin staff supporting buying & customer service tasks
- Works as a members of the leadership team
- This position reports directly to the CEO

KEY METRICS

- On-time delivery to customer request date – minimum 96%
- On-time delivery to promise date – minimum 98%
- Raw material accuracy (count and location) – 98% based upon cycle count results



JOB POSTING: SUPPLY CHAIN LEADER

QUALIFICATIONS - *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.*

- Experience in metals industry purchasing including steel, aluminum, and specialty metals
- Experience with services such as plating and heat treat
- Effective interpersonal, analytical, problem solving, and negotiation and customer service skills
- Highly accurate computer data entry skills and ability to learn new software systems
- Strong oral and written communication abilities
- Strong leadership skills
- Knowledge of production planning, supply chain and/or materials management processes
- Effective planning and organization with maximum utilization of time management
- Ability to handle frequent interruptions and meet deadlines
- Effective communication skills for training and supervision

EDUCATION, EXPERIENCE OR LICENSES

- Bachelor's degree in Supply Chain Management, Business or equivalent experience, required
- 5+ years in Purchasing/Supply Chain, required
- 3+ years in a fast-paced Manufacturing environment, preferred
- 2+ years of leadership experience, preferred
- Must have valid Driver's License