

POSITION DESCRIPTION for Manager of Supply Chain Management

Identifying Information			
Date:	March 2018	Position Title:	Manager of Supply Chain Management
FLSA:	Salaried Exempt	Supervisor:	Vice President of Operations
Position Summary			
<p>The Manager of Supply Chain Management (MSCM) manages the Materials Team and the overall supply chain, including purchasing, inventory, selection and management of suppliers. He/she evaluates supplier performance data as well as risk and compliance information to assess supplier engagement. Additionally, the person in this role develops strategic plans to improve materials availability, reduce lead times, and ensure customer forecasts are taken into consideration for inventory planning purposes. The MSCM manages supplier relationships, sourcing and supplier information management. The MSCM creates functional strategies, specific objectives and procedures to support the Operations Organization. The MSCM supervises the Buyers and works collaboratively within Operations, Sales, and Finance Teams. He / she is responsible for participation in recruiting, training, job assignment and developing Materials Team associates.</p>			
Key Responsibilities			
<p>Achieve Supply Chain Management Goals</p> <ul style="list-style-type: none"> • Develop and implement supply chain strategy for SNC. • Manage Team to meet Cost, Quality, and parts Availability objectives. • Lead supplier selection process, Approved Supplier List (ASL) and supplier replenishment processes. • Work with Swagelok Corporate to create customer specific inventory management and replenishment processes. • Improve movement, storage and processing of materials and inventory. • Monitor market conditions, costs and trends of materials and commodities purchased by the company. • Develop and execute Supplier Partner Programs to reduce cost and improve quality and supplier reliability. <p>Leadership and Development of all Materials Management Associates</p> <ul style="list-style-type: none"> • Set the tone, expectations and promote a positive, team-oriented culture. • Implement and reinforce our supply chain management procedures to work toward continuous improvement. • Recruit and replace members of the materials team as needed. • Ensure performance of team aligns with company values and goals and discuss with team goals, and achievement of performance objectives. • Set goals for key team member retention that include career development, with the intent of maintaining consistency within the organization. • Establish and implement departmental policies, goals, objectives, and procedures, consulting with Leadership Team as necessary. <p>Strategic Planning</p> <ul style="list-style-type: none"> • Work with the Vice President of Operations to contribute to the development of the annual strategic plan for the organization. • Define staffing, training requirements, and methods of execution and timeline to align with the strategic plan. • Leverage, utilize, and interpret data as it pertains to supply chain management, strategic goals and alignment. 			

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- Collaborate with Swagelok in support of corporate manufacturing initiatives.

Supervisory Responsibility

The MSCM is responsible for the monitoring and implementation of strategic plan, assigning, reviewing and ensuring completion of work; evaluating their team's performance. Collaboration with the Executive Management team includes the development of a critical supply chain focus to set goals. The MSCM will be responsible to measure and track supply chain status versus goals on a daily, monthly, quarterly, and annual basis and to communicate these to the Executive Management team. This includes developing KPIs for the department as well as measuring and reporting on staff performance.

Education, Experience, and Skills/Knowledge Required		<u>Essential</u>	<u>Desirable</u>
(a) Education			
i) B.Sc. (Business, Supply Chain Management - preferred)		X	
ii) APICS Certification			x
(b) Experience			
i) 8+ years of Supply Chain Management experience in a manufacturing environment		X	
ii) 5+ years management/leadership experience		X	
(c) Skills/Knowledge			
i) Superior knowledge of Supply Chain Management processes		X	
ii) Proficient in applicable software programs (Microsoft Office & CRM; especially Excel)		X	
iii) Agility: Ability to function at a high level in multiple disciplines		X	
iv) Collaboration: Successfully work with all levels and roles in the organization		X	
v) Accountability: High sense of urgency, meets or exceeds deadlines		X	
vi) Excellent communication skills – written and oral		X	

Key Emotional Intelligence Competencies

X	Emotional Awareness	X	Influence	X	Listening
X	Customer Service	X	Verbal Fluency	X	Results Orientation