

**Title:** Director of Supply Chain and Procurement **Status:** Exempt Full Time  
**Reports To:** President  
**Department:** Manufacturing

**Summary of Position:**

Manages global buying and shipping of materials, equipment, supplies and services. Ensure efficient flow of materials and purchases to support on time delivery for all departments. Drive continuous improvement with the current supply base in cost, quality, delivery, lead-time and service.

**Essential Duties and Responsibilities:**

- Manages the procurement and inventory control of all materials and supplies.
- Resource the production team to identify inventory material demands and manage the effective shipment of inventory and supplies to ensure delivery on time.
- Assess current material availability, reasonably predict future availability based on the market, delivery systems, and other variables.
- Effectively communicates requirements to worldwide suppliers, tracks and expedites orders, clears receiving rejects and invoicing discrepancies as needed.
- Identify and mitigate risks to the supply chain, such as delays, disruptions, and quality issues.
- Drive continuous improvement throughout the supply chain to create a sustainable competitive advantage, achieve the lowest total cost and increase quality.
- Create and maintain mutually beneficial long-term partnerships with suppliers.
- Manage vendor files, contracts and key supplier performance ratings/metrics.
- Maintain audit-ready procurement files.
- Collaborate with all departments as needed to ensure procurement policies and procedures are properly implemented.
- Collaborate with the finance department to ensure reconciliation of vendor orders, invoicing discrepancies, terms and payments.
- Maintain audit-ready procurement files.

**Education/Experience:**

- This position requires a bachelor's or associate degree in business and 10 years' experience in Procurement, Materials Management or Production Control.
- This individual must possess strong oral and written communication skills and be able to work well with others on a peer and team level.
- Excellent organizational skills, ability to prioritize daily workload, adhere to deadlines and work under pressure.
- Strong attention to detail and a positive attitude is a MUST.
- This position requires a person that can work successfully with a minimum amount of direct supervision.
- Knowledge of Procurement, MFP, Supplier Management, Production Planning is preferred.
- Proficient in Microsoft Office, Excel and ERP.



**Physical Demands:**

	Amount of time spent			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk or hear				X
Taste or smell	X			

**Work Environment:**

	Amount of time spent			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Risk of radiation	X			
Vibration	X			

These requirements are intended to provide a general guideline regarding the nature and level of work being performed, and the qualifications required to successfully perform the job. Final assessment of a candidate's qualification versus these requirements, and the ability to accept deviations from these ideal qualifications, is left to the discretion of the hiring manager, based on business needs at the time of hire.

*By signing below, I acknowledge that I have read and understand the above job description.*

Employee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Management Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_