



# Job Description

Position Title	Department	Reports to
Supply Chain Analyst	Manufacturing	Supply Chain Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	November 2020

## POSITION SUMMARY

The successful Supply Chain Analyst will be a highly motivated, customer-focused professional with a successful proven track record of maintaining and executing supply chain analysis within a rapidly growing business. The ideal candidate will be flexible, collaborative, a creative problem-solver, and supportive of all internal teams and its members. A self-starter capable of operating with minimal direction and supervision, have demonstrated skills in working as a team player, multi-tasking, and organization. Have demonstrated skills in inventory analysis and reporting. The primary day-to-day focus will be on the delivery of high-quality cost-effective materials on time, ensuring that we do not allow supply shortages or outages to affect daily production.

This is a unique opportunity to become part of a rapidly growing, nationally recognized provider of products and services to the construction and critical containment sectors. Significant potential for advancement exists as the company continues its rapid growth.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Execute purchasing strategies, including but not limited to ERP initiatives, Kanban systems, S&OP;
- Ensure we keep a continuously accurate accounting of inventory levels to support effective MRP and Kanban processes;
- Track and report key functional metrics, including but not limited to second source savings, lead times and cost reduction savings;
- Maintain inventory accuracy as measured by cycle counts and year-end physical inventory;
- Provide forecast levels for upcoming demand and ordering of raw materials in the right quantities as dictated by the forecast;
- Determine quantities and timing of deliveries with ultimate goal of eliminating production supply shortages;
- Cooperate with cross-company functions to identify other alternatives when stockouts occur;
- Interact with other internal areas to support production needs;
- Receive and process appropriate paperwork against purchase orders to review and identify discrepancies in received inventory;
- Other duties as assigned.

## Minimum Qualifications (Knowledge, Skills, and Abilities)

- Experience with ERP and Kanban systems;

- Strong experience in Excel;
- Proven experience within supply chain function;
- Strong data and analysis skills and familiarity with ERP systems;
- A knack for negotiation and networking;
- Experience maintaining systems to ensure accurate inventory;
- Experience in a fast-paced, rapidly growing manufacturer is preferred;
- Strong written and verbal communication skills to effectively interact with customers, suppliers and employees.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is frequently required to stand; walk; sit; and reach with hands and arms. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to high. The employee must occasionally lift and/or move up to 40 pounds.

#### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

#### **Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STARC Systems is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.