

Job Title: Supply Chain Specialist
Reports To: Supply Chain Supervisor
Direct Reports: No
FLSA Status: Exempt

Job Summary

Leads activities involved with procuring goods and services. Develops partnerships with suppliers to achieve on time delivery, world-class quality, innovation and competitive prices.

Job Duties

- Comprehends customer requirements through S&OP Process. Interprets, defines and communicates material requirements to suppliers using strong analytical skills and technical expertise.
- Supports development of global supply chain strategy. Coordinates material requirements and procures material in a timely and economic manner.
- Proactively manage suppliers. Initiates necessary actions to assure best value is received, customer delivery requirements are met, and address any manufacturing issues at supplier facility.
- Negotiates supply agreements to protect price, delivery and availability of materials. Monitors supplier performance and cost reduction programs.
- Achieve raw material inventory goals, reduce lead times and maintain safety stocks. Manages performance to relevant metrics including inventory turns, PPV, on time delivery.
- Develops partnerships with suppliers to ensure a continuous improvement process is in place to optimize: a) lead time reduction, b) technology and new product development, c) quality, d) communication, and e) cost.
- Develop solutions to complex problems which require the regular use of ingenuity and innovation. Ensure solutions are consistent with organization objectives.
- Investigates new suppliers including conducting systems audits and supplier evaluations.
- Develops, manages and incorporates material systems best practices including lean initiatives across the business to drive waste out of the extended supply chain.
- Continuously improves communication and provides supply chain expertise to all functions in the business.
- Collaborates effectively with other members of the Leadership Team.
- Adheres to Harmac Medical Core Beliefs and all safety and quality requirements.
- Travel to suppliers as needed.
- Other duties as assigned.

Impact

- Ensure continuity of supply to meet customer demand
- Ensure materials meet all specifications
- Design processes for streamlining work, waste elimination
- Analyze extended supply chain for efficiencies, cost reduction

Safety Responsibilities

- Following all rules, regulations and procedures set forth in the safety manual.
- Promoting safety awareness throughout the workplace.
- Alerting supervisors to any safety hazards they discover.
- Wearing appropriate, proper protective equipment whenever required.

- Using guards on tools and machinery whenever required.
- Following proper lifting techniques using legs and not the back.
- Operating any vehicles, equipment, tools or machines only if they are authorized to do so.
- Reporting any injury or loss immediately to the supervisor/team lead.
- Promoting a positive attitude about safety and never performing any unsafe practice that could place the employee or others in danger.
- Providing information to his/her immediate supervisor if a better and safer procedure can be implemented in performing any operation.

Independent Judgment

- Approval authority over suppliers to utilize
- Determine which vendors to use for orders
- Determine best in class frameworks, systems and processes

Analysis/Problem Solving

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, diagram, or schedule form.

Communication

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.

Skills/Technical Skills

- A working knowledge of MRP and ISO standards.
- Computer literacy and working knowledge of traditional PC based software such as Microsoft Office. Ability to apply basic algebra and geometry when calculating figures and amounts for discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Strong Communication Skills (verbal and written)
- Negotiation/Relationship building skills
- Working knowledge of MRP and ISO standards.
- Working knowledge of traditional PC based software such as Microsoft Office.
- Requires an above average people skills ability and placing the customers' needs on a high priority. There must be sensitivity to customer requirements, both external and internal.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Knowledge

- Understands regulated type industries
- Supply Chain Management
- Contract Negotiations
- Lean principles and methodologies
- Knowledge of medical device manufacturer and supplies knowledge preferred
- World-class manufacturing knowledge preferred

Physical Requirements

- While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and

talk or hear. The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Education

- Bachelor's degree in Materials Management or Business required.
- MBA preferred.

Experience

- 0-5 years related experience in increasingly demanding positions.