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**Title:** Supply Chain Manager 

**Supervisor:** Director of Operations

**Department:** Supply Chain

**Supervises**: Warehouse, Purchasing / Materials Planner, Scheduling

**Description:**

The Supply Chain Manager is responsible for on-time delivery of customer order fulfillment which includes MRP and MRO purchasing, production scheduling, inventory control and internal material handling.  As such, the position works cross-functionally and with outside vendors and contractors.

**Main Objectives:**

* Develops and manages key relationships with customers and suppliers.
* Leads the procurement process and material cost reduction strategy aligned with company purchasing policy.
* Maintains and enforces supplier terms such as, payment terms, price lists, MOQ, lead times, annual score card completion, etc.
* Negotiate contracts and rates with shipping line, freight forwarders, and customs brokers.
* Ensure all required import and export compliance procedures are followed and supporting documentation is submitted timely for clearance.
* Ensures all customer delivery terms and conditions are understood, accounted for, and correctly documented in Plex. Monitors on time deliveries and escalates risks internally.
* Creates a comprehensive master production schedule & forecast based on machine and operator efficiency and materials plan.
* Manages customer demand and forecast changes. Changes are only accepted and confirmed with a customer when they are within the agreed upon window and after confirmation with Operations Management.
* Proactively communicates customer concerns and/or production scheduling issues with Plant Manager and Program Manager to assure potential issues are resolved timely.
* Leads inventory management including regular cycle counts and year end inventories.
* Ensures the ERP system is fully utilized for end-to-end coordination (e.g., BOM, MRP, PRP) and participates in the optimization of data processing systems.
* Develops strong internal KPIs and reviews per shift, week, monthly as appropriate. For example: 1. target production schedule accuracy of 85%, 2. Backlog under 500 sets.
* Monitors budget to actual planning deviations for order fulfillment per customer and identifies opportunities to reduce costs.

**Qualifications:**

* 5 years of OEM or Tier 1 automotive experience required.
* 10 years of progressive experience in purchasing, scheduling, and planning
* Familiar with Automotive QMS certifications and standards (IATF, CCC, VDA, etc.)
* Experience in managing cross functional teams.
* Experience with MS Office tools, automotive ERP systems (Plex), and Customer Portals.
* Experience with EDI preferred.
* Basic understanding concerning U.S. Customs and Border Protection and U.S. Export Administration Regulations
* Excellent oral and written communication and presentation skills in English.
* Able to independently analyze and solve problems with general direction and guidance from management. Strong attention to detail.
* Willing to travel, less than 10%.
* Finance and budgeting knowledge.