



## **OPEN POSITION-SUPPLY CHAIN MANAGER**

### **JOB SUMMARY:**

The Supply Chain Manager is responsible for the timely delivery of all raw materials, equipment and supplies. The Supply Chain Manager approves all raw materials, supplies, and equipment for all operations including maintenance, engineering and office for Knowlton where appropriate.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ◆ Make weekly projections to forecast ahead for raw materials
- ◆ Purchase to meet JIT requirements
- ◆ Participate in daily scheduling meetings
- ◆ Negotiate strategic source arrangements for raw materials, freight rates, energy costs, and other cost effective opportunities
- ◆ Suggest lower cost on all materials for R&D / production evaluation as well as all other purchasing areas
- ◆ Coordinate deliveries and shipments with the shipping department
- ◆ Expedite late or emergency materials
- ◆ Interact with Shipping / Receiving on a daily basis
- ◆ Review inventory items to avoid unnecessary ordering and production
- ◆ Provide necessary assistance and documentation to the Accounting Department
- ◆ Maintain information base within the mill wide computer system
- ◆ Maintain appropriate inventory levels
- ◆ Participate in monthly as well as yearly inventory counts
- ◆ Work closely with all company departments
- ◆ Interact with maintenance regarding ordering parts
- ◆ Supervise / maintain requisition / purchase orders procedures to include open purchase orders
- ◆ Work closely with the Accounting Department to ensure proper tax and accounting documents are secured before receipt of materials
- ◆ Maintain proper documentation of MSDS and contractor Certificates of Insurance
- ◆ Visit vendor locations to ensure they meet our TUV and any other certification requirements
- ◆ Experience in promoting effective consignment programs to reduce exposure and lead time shortfalls
- ◆ Establish and manage vendor audits
- ◆ Determine, identify, and manage critical Technical Data Sheets and Statistical Process Control needs and values for critical materials
- ◆ Establish purchasing policies and ensures compliance
- ◆ Develop new supply sources where vendors are inadequate
- ◆ Follow environmental and safety regulations and acts in compliance with US laws
- ◆ Comply with safety and company guidelines on business ethics

**QUALIFICATION REQUIREMENTS:** To perform this job successfully the incumbent must accomplish each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree in Business, Supply Chain Management and/or five to seven plus years experience in manufacturing supply chain management. Experience in the Composites, Media & Paper and Allied Industries desirable, but not necessary.

- Experience in Logistics
- Cost effective procurement, maintenance, distribution, and replacement of materials
- Effective Negotiator
- Background in international and customs regulations
- Ability to write and execute long term supply agreements and price rebate programs
- Experience with MRP systems
- Experience with warehousing and LEAN techniques
- Effective in procurement of materials and commodities for administration
- Effective in management of JIT inventories
- Knowledge of NYS sales tax and exempt purchases
- Inventory control and cycle counts
- Proficient with MS Office, Excel, and PowerPoint

**COMPUTER LITERACY:**

- Develop the skills necessary to operate computer hardware / software for the purpose of generating or retrieving information required in the performance of job responsibilities.

**LANGUAGE SKILLS:**

- Ability to read, analyze and interpret financial reports
- Ability to respond to common inquiries and complaints from regulatory agencies, members of the business community, and employees
- Ability to effectively present information to top management

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools or controls and talk or hear. The employee is occasionally required to stand, walk, sit, and reach with hands and arms.

Since the facility is located on multiple levels, the employee must possess the ability to climb stairs on a routine basis.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in manufacturing areas. The noise level in the work environment will vary depending on plant site.

**Direct inquires to:**

Knowlton Technologies, LLC  
Marybeth LaVallee, Human Resource Manager  
213 Factory Street  
Watertown, New York 13601