



POSITION DESCRIPTION

POSITION TITLE: Sr. Supply Chain Manager
DEPARTMENT: Supply Chain

FLSA Status: Exempt

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director of Supply Chain

POSITIONS SUPERVISED: Supply Chain Managers

POSITION PURPOSE

This individual is responsible for leading a team of Supply Chain Managers. Responsibilities will specifically be focused on maintaining the integrity of data provided to Manufacturing in support of production goals and customer satisfaction. This individual will also be responsible for monitoring jobs to ensure they will finish on time and inventory is accurately accounted for. This individual must contribute to a positive team atmosphere and applies safety guidelines in a fair and consistent manner.

POSITION QUALIFICATIONS AND JOB DUTIES

QUALIFICATION AND EDUCATION REQUIREMENTS:

1. Bachelor's degree or relevant work experience.
 2. Must have 10+ years' experience in purchasing, planning and scheduling operations.
 3. Working knowledge of ERP systems preferably SAP.
 4. In-depth understanding of ERP concepts including bills of material.
 5. Working knowledge of forecasting software preferably APO.
 6. Extensive experience at building a high efficient collaborative team.
 7. Required to have an extensive working knowledge of PC functions and Microsoft Office programs including: Word, Excel, Outlook, PowerPoint, Intelligent Authoring by IHS is a plus.
 8. Excellent communication and interpersonal skills, works independently, displays initiative and solves problems with proficiency
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JOB DUTIES:

1. Create and maintain job instructions for all Supply Chain work processes.
2. Plan and prioritize operations to ensure customer requirements are met.
3. Determine when and how raw materials needed and provided to cover production demand
4. Monitor jobs to ensure they will finish on time and inventory is managed
5. Maintain successful vendor relations to preserve established associations.
6. Maintain regular contact with department managers to ensure seamless coordination between all departments.
7. Assist in other areas as directed.
8. Maintain a rolling 12 month forecast through collaboration with sales.
9. Develop mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.
10. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.

11. Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
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CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
3. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
4. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily and effectively.
7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
8. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
9. **Analytical** - Synthesizes complex and diverse problems or information in order to systematically identify the cause of the problem, collects and researches data, analyzes the complex data, and offers recommended solutions. Designs, implements, utilize workflows, processes, procedures, and systems, and align areas of responsibility with the organization’s objectives to achieve results.
10. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.

11. **Safety** – Ensures a safe working environment for employees by providing training, enforcing safety policies and procedures, following safety policies and procedures under all circumstances, and reporting potentially unsafe conditions.
 12. **Results Oriented** – Maintains an appropriate focus on short and long term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.
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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 25% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 75% of the time.
3. Must be able to move within the office and plant to reach file cabinets, office machinery, etc.
4. Must be able to use dexterity to handle small safety equipment and/or hazardous material.
5. Must be able to lift and carry 15-25 pounds and frequently move equipment weighing up to 40 pounds.
6. Must be able to communicate effectively by listening and also in both written and verbal forms.

WORK ENVIRONMENT

1. Perform job duties in a typical office setting.
2. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
3. Will be on the manufacturing floor periodically where equipment, chemicals and other raw materials are stored.

SIGNATURES

This job description has been approved by all levels of management.

Manager Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____

Date: _____

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