

Job Description
Director of Global Logistics and Supply Chain

Type of Job – Full Time – Salaried/Exempt

Location – Swanzey, NH

Job Summary

The Director of Logistics and Supply Chain reports to the Vice President of Operations and is responsible for providing operational support and guidance to ensure maximum productivity. This position leads the Purchasing Department by coordinating, organizing, and overseeing all activities in identifying, acquiring, and distributing Nanotech products. The Director of Logistics and Supply Chain effectively and efficiently sources raw materials, manages inventory and transports shipments to customers in a timely manner. Duties include, but are not limited to, analyzing logistics data to define and refine the supply chain, negotiating business relationships, and managing vendors and suppliers.

Core Responsibilities

- Creates supply-chain management strategies that increase the speed and efficiency of material flow throughout the organization.
- Responsible for evaluating the performance levels of the Supply Chain eco-system (internal and external).
- Establishes performance metrics for the measurement and evaluation of factors impacting the supply chain; reporting on these metrics quarterly.
- Ownership for the development and maintenance of multi-site inventories; ensures required quantity of supplies and materials are on hand to optimize production.
- Analyzes current inventories and procedures; makes suggestions for system-level improvements.
- Develops procedures to increase efficiency throughout the supply chain while ensuring quality and safety; implements subsequent changes to processes.
- Assesses the proper material handling equipment and staffing; makes recommendations to ensure the efficient loading, unloading, movement and storage of materials.
- Responsible for monitoring and controlling expenses related to Logistics/Supply Chain management; negotiates pricing and delivery schedules for raw materials.
- Monitors the performance of suppliers, assessing their ability to meet quality and delivery requirements. Identifies and qualifies new suppliers in collaboration with other departments.
- Participates in product development meetings, providing information and guidance on availability and cost of supplies.
- Collaborates with other departments to identify and resource key operational gaps.
- Works as a cross-functional team member in the coordination of engineering changes, product line extensions, or new product launches to ensure the timely and orderly receipt of materials.
- Measures own performance and reports regular progress on company objectives.
- Works with an emphasis on continuous improvement for processes, execution, accountability and team performance; includes mentoring and coaching employees.
- Responsible for Supply Chain performance, discrepancies, inefficiencies and improvements; includes material planning for all Supply Chain employees.

- Works closely with the Engineering, Operations and Sales leadership team to ensure proper material flow and support required to achieve Company goals; addresses issues in a timely, constructive manner.
- Ensures safe work practices are followed; complies with all safety regulations.
- Maintains a clean and organized work area.
- Performs other duties as assigned.

Required Education and Experience

- Bachelor's degree in Business, Engineering or related field.
- Five years plus experience in a Logistic/Supply Chain Director's role.
- Association of Supply Chain Management certification, a plus.
- Experience with enterprise resource planning programs.
- Proficient with Microsoft Office Suite, Visual and Sales Force.

Competencies

- Professional standard of conduct, demonstrating confidential, ethical, and trustworthy behavior.
- Strong leadership skills, self-motivated with ability to motivate others.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills; communicate with technical and non-technical colleagues.
- Articulate ideas and positively influence peers and direct reports.
- Excellent analytical and problem-solving skills.
- Team player.
- Time management and planning.
- Developing others through training and mentorship.
- Excellent interpersonal and negotiating skills with proven ability to create and maintain positive working relationships with vendors and suppliers.
- Thorough understanding of Company products and logistics.

To apply for this position, please send your resume to: careers@nanotechsys.com