

Job Description

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| Job Title: Senior Supply Chain Specialist | Reports To: Global Logistics and Supply Chain Manager |
| FLSA Classification: Salaried - Exempt | Date Created/Updated: 1.20.25 |

Job Summary

The Senior Supply Chain Specialist reports to the Supply Chain Manager and is responsible for executing purchasing and MRP-related activities in support of the production planning and overall supply chain operations. This role manages vendor sourcing and negotiation, purchase order placement, order tracking, and delivery expediting to ensure materials are available to support the approved master schedule.

The Senior Supply Chain Specialist supports the operation, accuracy, and ongoing maintenance of the MRP system by ensuring timely execution of MRP outputs, maintaining data integrity, and resolving material exceptions. This position works cross-functionally with the Master Scheduler, engineering, manufacturing, quality, and suppliers to support schedule adherence, cost control, and operational continuity.

Core Responsibilities

- Executes day-to-day supply chain activities including purchasing, supplier coordination, order tracking, expediting, and inventory alignment.
- Collaborates with the Supply Chain Manager and Master Scheduler to support supply chain objectives through timely execution of MRP outputs and resolution of material exceptions.
- Serves as an experienced resource for procurement processes, ERP/MRP system usage, and supply chain best practices, providing functional support to peers as needed.
- Monitors and manages supplier performance including on-time delivery, lead time adherence, pricing accuracy, and responsiveness; escalate risks and issues proactively and support corrective actions.
- Negotiates pricing, terms, and lead times with suppliers to achieve cost, quality, and delivery objectives within established purchasing authority.
- Identifies, evaluates, and onboards suppliers in coordination with supply chain and quality to strengthen the supply base and mitigate supply risk.
- Works closely with engineering, quality, operations, and service teams to ensure purchased materials meet technical requirements, quality standards, and operational needs.
- Maintains ERP/MRP data integrity by accurately entering and updating purchase orders, lead times, pricing, vendor data, item masters, and bills of material as required.
- Supports item master and bill of material creation and maintenance by working with engineering and operations to ensure accurate product structures in the MRP system.
- Supports supply chain risk management activities by identifying potential supplier, capacity, or continuity risks and communicating concerns to the Supply Chain Manager.
- Analyzes and reports on inventory levels, project costs, and supplier performance metrics; supports inventory optimization initiatives without jeopardizing customer delivery.

- Provides feedback to the Supply Chain Manager regarding issues that may impact execution of the master schedule or operational commitments.
- Supports continuous improvement initiatives related to procurement, supplier management, ERP/MRP data quality, and supply chain execution.
- Negotiates non-inventory related purchases and service contracts as required within established authority.
- Acts as a liaison between internal departments and suppliers to support effective communication, issue resolution, and alignment of requirements.
- Contributes to the refinement of supply chain procedures, work instructions, and best practices.
- Maintains positive, professional working relationships with internal stakeholders and external suppliers.
- Complies with all company safety policies and procedures and ensure safe work practices are followed.
- Performs other duties as assigned by management.

Education and Experience

- Bachelor's degree with minimum of 7 years purchasing experience in a manufacturing environment or an equivalent combination of education and experience.
- Experience with Visual ERP/MRP system.
- Computer literate with full working knowledge of MS Office Suite.
- APICS certification a plus.

Competencies

Negotiation and Supplier Management

- Demonstrated ability to negotiate pricing, terms, and lead times with suppliers to achieve cost, delivery, and quality objectives.

Communication and Cross-Functional Collaboration

- Excellent verbal and written communication skills with the ability to effectively coordinate with suppliers and internal stakeholders across Engineering, Quality, Operations, and Planning functions.

Time Management and Prioritization

- Proven ability to manage multiple competing priorities, respond to changing requirements, and meet deadlines in a fast-paced manufacturing environment.

Organization and Attention to Detail

- Highly organized with exceptional attention to detail; able to maintain accurate documentation and ensure data integrity within ERP/MRP systems.

Independent Execution and Team Collaboration

- Self-motivated and resourceful, capable of working independently while also contributing effectively as part of a cross-functional team.

Analytical and Problem-Solving Skills

- Ability to analyze supply chain data, identify issues or risks, and implement practical solutions to support operational continuity.

Systems and Process Discipline

- Strong understanding of ERP/MRP processes with the discipline to maintain accurate system data and follow established procedures.

Physical, Cognitive, and Work Environment Requirements

Job Title: Senior Supply Chain Specialist

| Physical Cognitive Demands/Required | None | Less than 1/3 (Occasionally) | 1/3 to 2/3 (Frequently) | More than 2/3 (Regularly) |
|---|------|---------------------------------|----------------------------|------------------------------|
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | | X |
| Critical Thinking | | | | X |
| Reading and Comprehension | | | | X |
| Repetitive Finger Motion | | | X | |
| <i>Lifting/Pushing/Exerting Force</i> | | | | |
| Up to 10 pounds | | X | | |
| More than 50 pounds | X | | | |
| Reach and/or Stretch/Push and/or Pull | | X | | |
| Climb and/or Balance | X | | | |
| Creep and/or Crawl and/or Crouch | X | | | |
| Speak | | | | X |
| Hear (alarms, team meeting instructions, etc.) | | | X | |
| Smell | X | | | |
| <i>Seeing (with correction)</i> | | | | |
| Close vision | | | | X |
| Distance vision | | X | | |
| Color discrimination | | | | X |
| Peripheral vision | | X | | |
| Depth perception | | X | | |
| Focusing ability | | | | X |
| Driving (<i>must maintain valid driver's license</i>) | X | | | |
| Travel (domestic/international) | X | | | |

| Work Environment | None | Less than 1/3 (Occasionally) | 1/3 to 2/3 (Frequently) | More than 2/3 (Regularly) |
|--|------|---------------------------------|----------------------------|------------------------------|
| Outdoor Weather Conditions | X | | | |
| Wet or Humid Conditions (non-weather) | X | | | |
| Extreme Cold and/or Heat (non-weather) | X | | | |
| Fumes or Airborne Particles | X | | | |
| Toxic or Caustic Chemicals | X | | | |
| Risk of Fire or Explosion | X | | | |
| Risk of Electric Shock | X | | | |
| Risk of Radiation | X | | | |
| Prolonged Exposure to Vibration | X | | | |
| Loud Noise Level | X | | | |
| Social/Psychological Conditions | | | | |
| Varying degrees of Pressure | X | | | |
| Varying degrees of Tension | X | | | |
| Consistently Stressful | X | | | |

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

Employee Signature

Date_____

Human Resources Representative

Date_____