

Job Description
Supply Chain Specialist

Type of Job – Full Time – Exempt
Location – Swansey, New Hampshire

Job Summary

This position reports to the Global Logistics Supply Chain Manager and is responsible for the coordination and purchase of fabricated materials, components, equipment, and outside services. Basic duties include determining appropriate source of supply, obtaining quotations, examining bids and the generation, execution, and follow-up of purchase orders.

Procurement responsibilities include authority to execute purchase orders up to \$10,000.00, negotiation of optimal/preferential pricing and management of assigned sub-contracts. Additional responsibilities include expediting deliveries, maintaining inventory at planned levels, as well as compilation and interpretation of statistical data used to evaluate supplier performance. Duties include typing, verbal and written communication, filing, copying, faxing and spreadsheet creation/maintenance. The Supply Chain Specialist must also establish and maintain a positive and professional working relationship with all key suppliers and departments within the company.

Core Responsibilities

- Assist in maintaining efficiencies within the Purchasing Department by fielding low level questions, providing guidance to Buyers and following up to ensure completion of their assigned tasks.
- Drive projects to completion in a well-planned and productive manner.
- Negotiate and maintain supply contracts and fully manage assigned vendor accounts.
- Interpret and understand complex assembly and manufacturing fabrication drawings, to enable identification of appropriate suppliers for sourcing of materials and negotiation of most favorable pricing and contract terms.
- Evaluate Engineering/Design documentation and make recommendations regarding optimal fabrication technique(s), from a manufacturability perspective.
- Maintain optimal inventory levels to support inventory goals.
- Release and manage purchase orders in accordance with Material Requirements Planning (MRP) reports and make ordering decisions regarding quantity and required dates.
- Maintain priority plan by analyzing MRP exception reports and rescheduling previously released orders to respond to changes in the Master Production Schedule or customer demand.
- Support inventory objectives through material ordering, lot size reviews, excess and obsolescence functions while reviewing and maintaining safety stock and forecast goals.
- Assist in implementing and phasing in Engineering Change Notices.
- Maintains a clean and organized work area.
- Ensures safe work practices are followed.
- Complies with safety regulations.
- Performs other duties as assigned by management.

Education and Experience

- Bachelor's degree with a minimum of 3 years planning/purchasing experience in a manufacturing environment or an equivalent combination of education and experience.
- Experience with Visual (or similar) ERP/MRP system; strongly preferred.
- Computer proficiency in MS Office Suite.
- APICS certification a plus.
- Experience working with minimal supervision in a fast-paced environment with changing priorities.

Competencies

- Strategic thinking.
- Strong negotiation skills.
- Superior communication skills; both oral and written.
- Time management.
- Multi-tasking, team player.
- Excellent organizational skills, with strong attention to detail.

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