



JOB TITLE: Supply Chain Manager

DEPARTMENT: Business Operations Department

LOCATION: 2160 Old Selma Road

NORMAL WORKING HOURS: 7:00 AM to 3:30 PM

REPORTS TO: Business Operations Manager

POSITIONS SUPERVISED: Shipping & Receiving Clerk, Warehouse Workers, Delivery Drivers, and Purchasing Clerk (if applicable)

TAC (The Abilities Connection) employs, connects and cares for people with disabilities in community settings of their choice. By leading the field in delivering quality work experience, skill training, and life shaping experiences to adults with disabilities in order to exceed customer and stakeholder expectations and create a positive impact in our community.

POSITION CONCEPT

TAC is currently seeking a **Supply Chain Manager** to join our Springfield manufacturing facilities. This position will oversee activities related to the purchase of material, material control, inventory control, shipping/receiving and storage functions. Develops, implements, and maintains policies, procedures and material control systems. Ensures materials are ordered and in stock to meet company requirements, while maintaining acceptable inventory levels. Reviews and plans requirements for purchasing materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supply Chain Management

- Manage activities related to strategic or tactical purchasing, material requirements planning, controlling inventory, warehousing, and receiving. Select transportation routes to maximize economy by combining shipments or consolidating warehousing and distribution.
- Define performance metrics for measurement, comparison, or evaluation of supply chain factors, such as product cost or quality. Implement new or improved supply chain processes to improve efficiency or performance.
- Assist in coordination of vendors needed and assist in first articles requirements for all new production contracts.
- Makes price comparisons and generates requisitions with items and quantities to strive to keep cost down, but also maintain long-term quality vendors with on-time delivery outcomes.
- Expedite materials as needed; negotiating and working changes within supply base through the Business Operations team.
- Review purchase requisitions against the master production schedule to validate demand.
- Accurately identify risks that affect supply and delivery in support of shop floor requirements and customer on time delivery.

Procurement

- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history. Identify new sources of materials and services and ensure that they are qualified to perform, within limitations and scope of authority. Maintain a regularly ordered item list.
- Coordinates all purchasing of raw materials and equipment necessary to produce products and other goods; solicits current and potential vendors using TAC computer system. Provide input into Supplier selection based on product type, quality and delivery requirements.
- Obtains, negotiates, and assists in reviews of government and private sector contracts to assure compliance for all materials purchased.
- Set up the long term procurement needs and contracts required for all new production contracts.
- Generates reports on vendor performance; procures new vendors for supplies and provides samples as required for various contracts for review. Interface with Supplier Quality personnel to ensure supplier performance.
- Knowledge of US government procurement regulations is an asset.

Receiving and Shipping Operations

- Monitor shipments to ensure that goods arrive on time and resolve problems related to undelivered goods or other shipment errors. Expedite delivery of goods to internal users. Review unacceptable goods/services with outside vendors.

- Verifies the inventory receiving process. Oversees the verification all incoming goods match all incoming receiving documents. Reviews with Shipping and Receiving Clerk that all transactions are available for review by third party inspectors or auditors.
- Coordinates daily and weekly requirements to Shipping and Receiving Clerk for all traffic movement. All discrepant incoming shipments to be resolved by manager working with vendor or customer and other key staff.
- Reviews vehicle and department needs for budgeting purposes. Assures safety is incorporated in all material movement in house and on the road.
- Responsible to assure pick-up and delivery dates for ordered materials are met. Responsible for outgoing shipment dates to be met.

Warehousing – Inventory Management

- Manages all warehouse activities. Manages the warehouse ensuring the receipt, coordination, and safety of goods coming through a warehouse. Also ensures that orders arrive and are dispatched on time to the appropriate destinations and in the expected quantities.
- Year-end inventory processing and reporting; requiring coordination of a full physical inventory by assigned staff the last two weeks of each year.
- Assist in maintaining a Finish Goods stock inventory is accurate and identified. Will monitor that stock is handled as FIFO to fulfill customer orders.
- Familiar with warehouse operations and equipment, pallet jack, Pallet wrapper, and weigh count scales.
- Ensure inventory goals and objectives are met.
- Effectively manage surplus and obsolete inventories.
- Develop and execute inventory improvement programs.
- Support or lead the Supply Chain Sales and Inventory Planning (SIOP) process.

General Management

- Attend and presents during management meetings. Handles confidential and time sensitive material. Handles and/or assists with special projects, as assigned.
- Carry out supervisory responsibilities in accordance with the Company's policies and applicable laws. Supervisory responsibilities include the selection, training and development, assigning work, and performance management of employees.
- Assists in development of annual budget requests for the department.
- Maintain work area in a clean organized and safe condition.
- Generates reports as needed.
- Attends in-service training; may conduct facility tours for potential vendors.
- Performs other related duties as required.

QUALIFICATIONS / REQUIREMENTS:

1. Negative Drug Screen and Background Check
2. Satisfactory results of Local and State Records background check.
3. Valid State driver's license.

EDUCATION/TRAINING/EXPERIENCE:

1. High School diploma, required.
2. Associate Degree in Business required.
3. Bachelor's Degree in Supply Chain Management or related field, preferred.
4. 3 years' experience in Materials Management or Supply Chain Management.
5. The equivalent combination of education and experience will be considered.
6. Must have the ability to schedule and prioritize effectively as well as possess negotiating skills.
7. Self-starter with proactive time management approach, a proven track record of successfully meeting deadlines and attention to detail required.
8. Must be organized, flexible and adaptable to changing requests and requirements, with strong interpersonal skills and ability to handle sensitive and confidential information.
9. Computer skills to include MS Office Suite, Advanced skills in Excel, moderate skills in Word.

RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Maintains confidentiality.
2. Maintains the chain of command.
3. Demonstrates and maintains regular attendance per work schedule.
4. Is aware of and adheres to Associate/Apprentice Handbook and department rules and directives.
5. Provides accurate and timely records as required by the position.

If you would like to apply please come to 2160 Old Selma Rd, Springfield OH 45505 and fill out a paper application or apply online at www.tacind.com under careers.