



## **JOB TITLE: Purchasing & Logistics Supervisor**

**DEPARTMENT:** Business Operations Department

**LOCATION:** 2160 Old Selma Road

**NORMAL WORKING HOURS:** Core hours 7:00 AM to 3:30 PM

**REPORTS TO:** Business Operations Director

**POSITIONS SUPERVISED:** Shipping & Receiving Clerk, Warehouse Workers, Delivery Drivers

**About The Abilities Connection (TAC):** The Abilities connection is a 501(c)3 non-profit whose primary mission is to help people with disabilities find employment and integration into the community. We accomplish this by removing barriers and offering several vocational and social pathways for the people we serve. We empower people to achieve their fullest potential. TAC values dedication to excellence, commitment, innovation, collaboration and integrity. If you share our values and aspire to help people change the dynamics of their life then this position is for you.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 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.
- 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.
- 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.
- Familiar with warehouse operations and equipment, pallet jack, Pallet wrapper, and weigh count scales.
- Generates reports as needed.
- Attends meetings and in-service training; may conduct tours
- Performs other related duties as required.

**QUALIFICATIONS / REQUIREMENTS:**

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

**EDUCATION/TRAINING/EXPERIENCE:**

1. High School diploma, required
2. Associate Degree in Business, preferred
3. 2 years experience in Materials Management and Supply Chain Management
4. Computer skills to include MS Office Suite, Advanced skills in Excel, moderate skills in word.
5. Proficient in high accuracy of data entry in Vertex or related data entry systems.

**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](http://www.tacind.com) under careers.**