

SUPPLY CHAIN ANALYST

DEPARTMENT: PURCHASING

This position reports to the Purchasing Manager

POSITION SUMMARY:

Position is responsible for maintaining part system information, including reviewing potential overstock or understock, recommending for discontinuance, and review/communication of impacts to builds and bill of materials. Position also responsible for certain key purchasing functions, as assigned. This position will provide additional support to the department to improve supplier quality, delivery and to reduce costs. The individual must have good interpersonal skills because this position will interact with all levels of management both inside the company and outside in the supplier company organizations. The individual must be resourceful and protect the company's interests.

RESPONSIBILITIES:

- Trained as back-up to the Purchasing Agent position and related responsibilities
- Attain a level of product knowledge and awareness of operations requirements
- Familiarity with parts and part set-up, including maintaining:
 - Part lead times
 - Part type: STOCK vs. ORDER
 - Safety stock levels
 - Part status: active, monitor, discontinued
 - Minimum Order Quantities
 - Master Carton Quantities
- Responsibility to the company for maintaining proper inventory levels, based on part information and customer demand
- Return to vendor processing of returns and return purchase orders
- Supplier RFQs, as assigned
- Research and implement opportunities to reduce costs

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of this position.

QUALIFICATIONS:

- 5-7 years of purchasing experience or equivalent education
- Excellent negotiation skills
- Good interpersonal relationship skills
- Good analytical skills
- Good PC skills
- Good written and oral communication skills
- Must be able to work in a schedule-driven environment. Timing is a critical function.