



P&F Machining is currently seeking a Supply Chain Manager to facilitate, manage and drive continuous improvement to our supply chain processes. If you are a professional with a desire to be part of a growing AS9100\_ISO9001 manufacturing environment with a 30 year history, want to innovate, make a difference, and are interested in joining our family owned company please forward your resume to [careers@pfmaching.com](mailto:careers@pfmaching.com). As a full time position benefits offered include: health, dental, life, short & long term disability insurance along with paid holidays, vacation, and a 401K with a company match.

### **Job Summary**

The Supply Chain Manager provides oversight of and facilitates the procurement, master scheduling, expediting, logistics, and inventory management processes for the organization.

### **Essential Functions:**

The primary duties and responsibilities of the Supply Chain Manager consist of but are not limited to:

#### Leadership

- Identify and implement projects to obtain yearly cost, quality, and on-time delivery objectives.
- Manage all Supply Chain employee's providing support in the areas of: hiring, personnel development, and yearly performance evaluations.
- Participate in strategic planning, management review, and other management level planning and oversight activities.

#### Procurement

- Develop and implement company-wide purchasing policies and procedures.
- Identify acceptable terms, negotiate contracts and service level parameters, monitor vendor quality and manage day-to-day purchasing functions.
- Track Vendor performance/lead times and adjust inventory buffers to mitigate delivery risks.
- Work with Engineering & Quality to seek alternate and new suppliers as needed.
- Work with Quality to resolve supplier quality issues including facilitation of corrective and preventative actions.
- Monitor and manage the entire order process to assure product and services are delivered as required.

#### Scheduling

- Generate master schedule and communicate to all key personnel and departments.
- Monitor supply chain to identify scheduling and delivery constraints.
- Communicate and take action to mitigate constraints impacting delivery to all stakeholders
- Work with Sales and Operations to optimize inventory levels to account for sales and production capacity constraints.
- Assist in evaluating and implementing new MRP/ERP processes and systems.
- Performs other duties as assigned.

## **Qualifications:**

- Education
  - Graduate of High School (Minimum)
  - 4 Year Bachelor Degree In Business, Supply Chain Management, or related field
- Certification
  - CPM, CPSM or equivalent APICS certification is highly desired
- Background
  - Minimum 10 years of experience with production planning, procurement, material management, subcontract, or related experience with managing suppliers, costs, and schedules.
  - Demonstrated application of supply chain practices in a contract manufacturing environment
  - Intermediate to advanced understanding of MRP / ERP systems

## **Accountabilities**

- Facilitate a continuous improvement culture
- Foster a team oriented quality ownership culture
- Ensure compliance to QMS requirements
- Ensure supplier cost, delivery, and quality objectives are met.
- Communicate and drive resolution to cost, delivery, and quality constraints to all key stakeholders
- Ensure failures to meet customer delivery expectations are communicated in a proactive manner

## **Authorities**

- Stop processes & shipments due to quality concerns if necessary
- Communicate to Sr. Management issues with cost, delivery, and quality
- Identify, hire, & develop Supply Chain personnel
- Provide change management approval for all procedures and policies related to Supply Chain
- Procure products and services within company purchasing guidelines and expectations
- Establish all procurement, production, and shipping schedules
- Establish all supply chain processes and methodologies

## **Competencies**

- Intermediate to advanced understanding of MRB/ERP systems
- Strong knowledge of Microsoft Windows & Office (Outlook, Word, Excel, Power Point)
- High level of organization and time management skills
- Excellent communication skills both verbal and written
- Strong understanding and application of Supply Chain practices
- Experience negotiating supply agreements and managing supplier performance
- Experience managing and streamlining the Supply Chain process
- Excellent interpersonal skills
- Ability to work independently, multi-task, and prioritize
- Must demonstrate good problem solving skills