

## Job Position: Supply Chain Assistant Manager

### Here is what you will master:

- Multi-Organization Advanced Supply Chain Planning (Procurement and production planning/forecasting)
- Purchasing and Vendor Management (Work closely with our international and domestic trading partners to meet all requirements and improve performance)
- Estimating and Product Coordination (From the RFQ through the master Item lifecycle)
- Logistics and Distribution Management throughout an international supply chain (Including Import/Export compliance)
- Inventory Management and Optimization (Multi-Organization)
- This role may require off-shift and weekend work as well as business travel

### Here is what you will bring to the table:

- Bachelor's or Associate Degree
- Prior leadership experience
- Superior planning skills with prior experience
- Oracle Application experience is a plus, not mandatory
- Sound mathematics knowledge
- Prior related work experience is desired; additional on-the-job training will be received
- Must have strong organizational, communication and interpersonal skills
- Must be an effective communicator (verbal and written)
- Candidate must have a strong working knowledge of Microsoft Office tools (e.g. Outlook, Word, Excel, PowerPoint, etc.). Experience with an ERP system (SAP, Oracle) is helpful
- Must be very detail and task oriented. A disciplined efficient multi-tasker with a strong work ethic
- Analytical, data driven approach with attention to detail
- Technical understanding of basic mechanics is helpful
- Fast learner, analytical, with high standards for carrying our responsibilities independently
- Team player
- **Ability to: lift 20 lbs., use fingers to type, grasping items such as phones and writing utensils. Able to handle repetitive motions such as typing and using a computer mouse.**

### Here is what we bring to the table:

- Medical and More:
  - o Subsidized health care premiums (medical, dental, and vision)
  - o Basic Life and AD&D Insurance
  - o Wellness program
  - o FSA (Medical and Dependent Care)
  - o Supplemental Aflac Insurance
- Time Off
  - o PTO – 11 days accrued in year one
  - o Five paid holidays
  - o Voting and bereavement leave
- Beyond the Paycheck
  - o Employee Stock Ownership Program (100% Employee Owned)
  - o 401K match, up to your first 5% contributed
  - o Profit sharing – based on company performance targets and eligibility