

JOB DESCRIPTION



POSITION: Supply Chain Manager

REPORTS TO: Branch Managers

DIRECT REPORTS: Purchasing & Receiving

Electric Motor Shop & Supply is looking to add a Supply Chain Manager to our Distribution Team in its mission to position the company for growth. Located in Fresno and Visalia, CA, we employ over 80 team members, and we continue to grow! We offer excellent benefits, as well as development and mentoring opportunities. The ideal candidate will excel at engaging with all generations and levels in the workforce.

BASIC FUNCTION:

The Supply Chain Manager will directly oversee all aspects of Purchasing, Receiving, Shipping, and Inventory Management for all Distribution locations. The SCM will utilize staff to ensure appropriate inventory levels, vendor pricing negotiations and timeliness of movement of all products to and from both Customers and Vendors. The SCM will be a pivotal part of marketing and expansion efforts as they arise.

ESSENTIAL JOB RESPONSIBILITIES:

- Negotiate pricing with all Vendors utilizing buying group resources
- Maintain inventory stock levels and locations in accordance with sales trends
- Ensure timeliness of purchase receipts and sales order shipments
- Process Customer and Vendor Returns
- Review and update system inventory fidelity
- Cycle count all inventory and research discrepancies
- Prepare reports of inventory levels and transactions for Ownership and Management
- Support New Product Launches
- Continually look for ways to improve the efficiency of supply chain logistics
- Coordinate efforts of Supply Chain staff in all Distribution locations

PERFORMANCE MEASURES:

- Continual confirmation inventory is adequately stocked while within budget
- Inventory adjustments should be explainable at the end of each month
- Cycle counts are to be performed on a regular schedule
- Monitor Supply Chain staff daily responsibilities and conduct annual reviews
- Weekly and Monthly collaboration with Branch Managers and Senior Analyst in progress meetings
- Develop tools to ensure accuracy of product information in the ERP, including costing

- Report to Ownership and Management on logistic efforts

POSITION PROFILE OVERVIEW:

EXPERIENCE, SKILLS, COMPETANCIES, and ATTITUDES:

Experience & Education

- Bachelor Degree and a minimum of 5 years of related experience
- Knowledge of inventory and distribution processes
- Knowledge of electrical parts inventory and industry
- Working experience interfacing with sales and accounting

Knowledge, Skills and Abilities

- Identifies and resolves problems in a timely manner
- Ability to work with and support multiple personality types
- Strong time management and prioritization capabilities
- Ability to bring past experiences to bear on program structure
- Works well in group problem solving situations
- Shares expertise with others

Interpersonal Skills

- Ability to lead and motivate various staff members to focus and improve overall processes
- Remains open to others' ideas and will consider alternate solutions
- Speaks clearly and persuasively in positive or negative situations.
- Demonstrates group presentation skills
- Writes clearly and informatively
- Supports everyone's efforts to succeed

Organizational Abilities

- Understands the outcome and implications of system functions
- Demonstrates knowledge of accuracy requirements of inventory levels and pricing structures
- Develops strategies to achieve organizational goals