

Membrane Process & Controls, Inc.

Job Description



Job title: Supply Chain Manager

Work Location: Edgar, WI – Main Office

Division/Department: Operations

Reports to: VP of Operations

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

As the purchasing agent, you will be responsible for purchase order management, supplier development and cost savings. You will also support continuous improvement initiatives.

- Develop and maintain a purchasing strategy.
- Review and process purchase orders.
- Maintain records of goods ordered and received.
- Negotiate prices and contracts with suppliers.
- Prepare negotiations using through quotation analysis, technology, and commercially- supported by technical teams.
- Builds and maintains relationships with vendors.
- Select prospective vendors and negotiate contracts.
- Evaluate vendors based on quality, timeliness, and price.
- Schedule deliveries and ensure timely fulfillment of orders.
- Manage order entry to coincide with timeliness of deliveries. Just in Time concept is ideal.
- Conserve cash flow by managing deliveries of products to MP&C.
- Coordinate internally order entry and delivery with MP&C controller/management.
- Research and evaluate vendors to compare pricing and services.
- Coordinate with fellow managers to monitor inventory and determine supply needs.
- Procure of equipment parts, components, raw materials and supporting services.
- Interact with AP to ensure all backup documents have been provided and terms approved to ensure suppliers are paid according to terms.
- Ensure quality of procured items and address problems when they arise.
- Keep up with trends in procurement.
- Travel to vendor locations.
- Stay current with purchasing technology trends and oversees purchase and implementation, as necessary. Ability to travel approximately 10% of the time which will involve overnight stays. Mostly in the regional Midwest, but also includes other parts of the U.S. and occasional international locations. *Must be able to acquire a Passport.*
- Maintain compliance with all company policies and procedures.
- Must have a valid Driver's License.

Education and/or Work Experience Requirements:

- Bachelor's degree in supply chain management, logistics or business administration preferred.
- Formal negotiation training.
- 2-3 years experience as a purchasing assistant or agent.
- Experience using procurement software and databases.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal personnel and external vendors.
- High level of computer proficiency
- Experience with data mining and management with Microsoft Excel.
- Must be able to maintain composure when under pressure and work with a team to meet deadlines, while maintaining a positive, professional attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. Must be a self-managing individual that will take ownership of assigned project.
- High school diploma or GED required
- Three (3) years of experience in fluid or thermal system/equipment design (helpful if in sanitary food processing).

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to sit for work at a desk
- Must be able to talk, listen and speak clearly in person or via phone

Print Employee Name:

Employee signature:

Date: