

# HARPER INTERNATIONAL

## POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position. Completing the details of the Position Description is a joint effort between the employee and the supervisor.

### **Part I - Reporting Structure**

**Date of last revision:** January 2018

**Job Title:** Supply Chain Specialist

**Reports To:** Purchasing Mgr

**Department:** Purchasing

**Status:** Exempt

**Completed By:** HR

### **Part II – Position Objective**

Assist in the development & maintenance of a world-class purchasing group. This position is envisioned as someone who would start off as a temporary employee, on a 6 month to 1 year contract. If that goes well, a permanent position in the department will be considered.

### **Part III – Job Responsibilities**

#### Typical Duties

1. Identified & qualify suppliers of materials, equipment, and/or supplies.
2. Successfully negotiate price, delivery, and other T&C's with suppliers.
3. Utilize ERP system to order, track, and manage receipt of goods.
4. Bring "best practices" to the company in: supplier qualification; improving system (supplier/company) cost, quality, leadtime; use of CpK to align design requirements with supplier capabilities.
5. Participate in the development of specifications for equipment, products, or substitute products/materials.
6. Work with operations to ensure order deadlines meet production scheduling requirements.
7. Frequently review budgetary requirements against purchases, quotes, etc... to ensure department stays within budgetary constraints
8. Work with other departments to communicate purchasing timelines, order status, or to gain necessary clarification for ordering parts/materials.
9. Perform expediting tasks by following up with vendors to ensure PO's have been received and to confirm timeline for delivery, etc...
10. Ability to lead cross functional teams to drive improvements in engineering, design, manufacturing, and procurement

#### **IV – Knowledge, Skills, Education**

##### Knowledge, Skills, Education

1. Bachelor's Degree in Supply Chain Management or related field.
2. 5+ years experience in strategic sourcing and vendor management in related industry (purchasing technical products) required.
3. Demonstrated experience with applying supply chain best practices to achieve targeted results.
4. Must be able to read blueprints.
5. Experience with materials requirements planning (MRP) logistics and supply chain software required.
6. Must be proficient with Microsoft Office
7. Must have ability to evaluate technical commodities.
8. Must have excellent communication (both verbal & written) and negotiation skills.
9. CSCP or CPM certification preferred.

#### **VI - Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee is frequently required to sit, use hands, reach with hands and arms, talk and hear. The employee is occasionally required to stand, stoop, kneel, or crouch.