

CHOICE SPINE, LLC JOB DESCRIPTION

Job Title: Supply Chain Manager
Department: Purchasing
Location: Onsite
Reports To: Executive VP of Strategy and Technology

SUMMARY

As a member of the Strategy and Operations team, the *Supply Chain Manager* plans, organizes and directs all Supply Chain activities related to driving outstanding performance in the areas of purchasing, inventory management, financial performance and process improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain proper levels of inventory to support the growth of sales and the aggressive product launch strategy while achieving financial goals.
- Drive goal achievement through leadership, managing proper purchasing and planning processes, and development of inter-department communications.
- Support the development and execution of a supplier management program, resulting in cost effective, high quality, and timely products/services from our supplier base.
- Lead and manage RFQ activities.
- Implement defined strategies to achieve cost reduction targets for assigned product lines and commodities.
- Establish team's goals, objectives and key results that align with ChoiceSpine's strategic objectives and reports monthly on team's progress.
- Provides forecasts to our internal and external partners as part of contractual agreements and works with our internal and external partners for material issue resolution.
- Identifies and resolves issues and ensures supply chain effectiveness.
- Develops and maintains mutually beneficial relationships with key suppliers and service providers and other partners adhering to negotiated contracts and prices where required.
- Establishes and maintains metrics for department including forecast and delivery accuracy, inventory and supplier performance and other data leading to identification and implementation of improvements.
- Identifies and recommends best-in-class technology, applications infrastructure suitable to the scope and size of the business that support an effective supply chain operation.
- Maintains and updates appropriate purchasing and supply chain SOPs as necessary.

QUALIFICATIONS

- Sound knowledge of supply chain processes and procedures including manufacturing planning, demand, and replenishment processes.
- Strong negotiation skills with the ability to reason and influence at all levels.

- Excellent problem solving and data analysis skills.
- Ability to manage complexity and resolve conflicts that arise from balancing multiple priorities.
- Must have strong work ethic.
- Excellent oral and written communication skills required.
- Attention to detail is required.
- Effective conflict resolution.
- Analytical & problem-solving skills & ability to multitask.
- Excellent planning, communication, and organizational skills.
- Ability to effectively interface with different departments within the company.
- Candidate is Responsive, Trustworthy and a Team player. Conducts oneself with a Positive Attitude while holding themselves Accountable to what he/she says they will complete.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Engineering, Supply Chain or related field of study, required.
- 7 years of experience in Production Planning, Supply Chain Management, and/or Inventory Control, required.
- 2 years management experience, with a minimum of three direct reports
- Advanced knowledge/proficiency in MRP/ERP systems (SAP preferred) and Microsoft Office, required.