



JOB DESCRIPTION

Job Title:	Supply Chain Manager	Pay Grade:	
Department:	504-Accounting Department	Reports to:	Controller
Status	Exempt/Salary	Revision Date:	August 4, 2025

SUMMARY: This position is responsible for managing personnel and activities related to Purchasing, Customer service and Shipping/receiving. Through continuous innovation and operational excellence, this position enhances the organization with cost-effective methods to ensure the best practices are defined and implemented. This role involves coordinating various processes to ensure efficient production and distribution of goods throughout the supply chain.

DUTIES AND RESPONSIBILITIES:

- Oversee and align supply chain functions to support production and customer delivery goals.
- Lead teams in Purchasing, Shipping, and Customer Service to ensure seamless operations.
- Ensure accurate Raw Material levels.
- Manage supplier relationships and logistics to optimize cost, quality, and delivery.
- Collaborate with internal departments to support strategic initiatives and continuous improvement.
- Oversee domestic and international shipping operations, ensuring timely and cost-effective delivery of goods.
- Support internal and external audits, including supplier audits and customer quality reviews.
- Evaluating spending operations while seeking ways to improve and enhance the quality of products purchased and the timeliness of deliveries.
- Monitor and analyze supply chain performance metrics.
- Ensure compliance with regulations and quality standards.
- Assessment of customers' needs to meet quality standards.
- Coordinates the activities of different teams to get products to customers on time and evaluates stock levels to meet customer demands.
- Manage shipping and receiving departments to ensure delivery and accuracy of inventory.
- Perform other duties as required or requested.

SUPERVISORY RESPONSIBILITIES:

- Responsible for the management of reporting departments and staff.

QUALIFICATIONS:

- Bachelor's degree or equivalent in work related experience.
- At least five years of management experience in a manufacturing production environment required with proven knowledge of Purchasing and customer service.
- Must have strong working knowledge of Microsoft (Word, Excel, etc.) applications desired.
- Knowledge of raw materials, production process, quality control, cost control and other techniques for maximizing the effective manufacture and distribution of goods.
- Experience working with MRP systems is desirable.
- Knowledge of principles and methods for shipping goods.
- Must be able to work under pressure.

Job Description: Business Control Manager

- Should have a logical, analytical mindset and the ability to perform financial and mathematical projects about supply related costs.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- The work environment consists of mostly office areas and manufacturing where there may be exposure to noise, varying temperatures, rubber smells and chemicals.
- Light physical effort.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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