

Job Title: Supply Chain Manager
Departments: Operations
Grade: 17
Reports To: V.P. Operations
Positions Supervised: Purchasing Manager, Warehouse Manager, Production Scheduler
Date: December 2020

Purpose:

This role is responsible for the oversight and management of raw material sourcing, planning, procurement, and inventory as well as for the shipment of finished goods. Additional responsibilities include vendor management and supervision of the production scheduler.

Key Results Areas:

- A. Implement and drive strategies within Tapemark Purchasing and Warehouse teams to ensure efficient utilization and conservation of resources. This includes but is not limited to:
 - a. Providing day-to-day oversight, guidance, and mentoring to personnel on the Purchasing and Material Management teams.
 - b. Ensuring material readiness for all Tapemark commercial orders and R&D projects. This includes:
 - i. Utilizing Tapemark's ERP applications for efficient material procurement and management.
 - ii. Having a strong grasp of R&D project scopes, timelines, and deliverables. Using this information to strategically procure and manage material needs for the project.
 - iii. Ensures appropriate material tracking tools are utilized.
 - c. Identifying and executing on material cost-cutting measures. This includes:
 - i. Negotiating best possible pricing with vendors.
 - ii. Developing strategic sourcing and supplier relationships.
 - iii. Identifying and eliminating waste within the material procurement and management processes.
 - iv. Ability to think analytically and strategically to implement best practices for purchasing and material management teams.
 - v. Assist in negotiations with vendor Quality Agreements.
 - d. Fostering a work environment of teamwork and collaboration.
 - i. Build strong internal relationships with R&D, Quality, Estimating, Project Management and Finance to ensure material policies and processes are followed.
 - ii. Communicate effectively with internal and external customers.
 - iii. Lead efforts to resolve issues concerning incoming material deliveries, status, and quality.
 - iv. Close collaboration with Estimating on sourcing and costing of new materials.
 - e. Tracking and managing material status and performance, this means:
 - i. Oversight of the entire material flow to ensure material readiness that meets the production schedule.
 - ii. Ensuring timely disposition of expired materials.
 - iii. Delivering on metrics for waste, turns, FIFO, deliveries, etc.
 - iv. Hitting accuracy targets in inventory audits.

- B. Provide day-to-day supervision of the Tapemark Production Scheduler.
 - a. Helps ensure timely and achievable production schedules are published.
 - b. Fosters collaboration with Project Management and Operations to derive solutions to scheduling conflicts.
 - c. Ability to analyze and interpret customer forecasts and Tapemark production schedules.
- C. Champion Tapemark's core values of Excellence, Responsibility, Integrity, Community, Knowledge, and Attitude to ensure the organization's effectiveness and success.

Job Qualifications

- Bachelor's degree in Engineering, Supply Chain, Business, or related field
- Strong written and communication skills
- Strong ability to utilize MS Office applications
- Understanding of basic manufacturing and business fundamentals
- 5+ years' experience in operations/supply chain
- Experience in the pharmaceutical, medical device industry strongly preferred

Employee Signature

Date