

Job Description / Base description

Job title:	Supply Chain Manager
Reference to:	Director / CEO

Main purpose of the job / Mission:

Responsible for the overall performance and development of the supply chain. Drive material procurement, goods receiving, sales- and production planning, inventory/delivery/shipment and all production related basic data.

Key tasks:

- Responsible for the overall performance, output and development of the logistic supply chain
- Responsible for
 - Procurement of raw material
 - Selection and evaluation of suppliers
 - Material traceability throughout the complete supply chain
 - Goods receiving, WIP and raw material inventory
 - Delivery of raw material to production cells
 - Delivery/shipment of customer orders
 - Sales planning
 - Sales order entry
 - Customer contact related to orders (acknowledgements, changes, general service)
 - Contact to shipping personnel
 - Customer forecast
 - Inventory agreements
 - Production planning
 - SOP (sales and operations planning)
 - MPS (master production schedule)
 - MRP (material requirements planning)
 - PAC (production activity control)
 - Production related basic data
 - Routings
 - Lead times (move and queue dates)
 - EOQ
 - Safety stock
 - Capacity data
- Set and follow up overall targets (DOT, WIP, safety stock, lead time etc.)
- Make Operational plan together with the Management team
- Purchase new machinery
- Implement policies, standards, values and culture
- Secure good cooperation with all the stakeholders
- Participate in Management meetings
- Conduct PD talks with employees
- Secure updated job descriptions for all employees
- Provide the factory and organization with relevant information
- Secure the result of Continuous Improvement activities
- Responsible for that Supply chain processes are implemented and maintained
- Responsible for supplier development activities
- Coordinate new product development with sales

References:

Planning
Sales assistant
Purchase
Blue Collar staff

Competencies, experience and attitudes to do the job (optional - if job description is used as input to recruiting and performance reviews):

Competencies/ Profile:
Be a result driven leader who likes to be out in the factory
Drive result through people
Be open and communicative
Have high integrity
Have a strategic perspective but able to operate on all levels
Trust and respect – do what you say and keep your promises

Qualifications & experience:
Leadership and management skills
5+ years of experience from managerial position within a production/manufacturing company
Experience from change management, project management and Lean / Six Sigma
Financial competence
Technical skills

Key relationships:

Support functions managers
Customers, internal and external
Suppliers, internal and external
External society, Unions if applicable

Authority level / Power of procurement:

Financial authority to execute within the agreed frame
To make decisions according to agreed Operational plan
To delegate tasks in the organisation
To set salaries within given frame