

Position Title:	Supply Chain Manager	Department: Procurement
Reports To:	Director of Network Operations	FLSA Status: Exempt

General Summary:

The Supply Chain Manager is responsible for capacity planning, materials management/flow, strategic sourcing and procurement, logistics needs, and vendor performance management. This position will be responsible to work with Engineering & Operations peers to develop major material forecasts, negotiate pricing with vendors based on forecasts, establish, and maintain working relationships with all critical vendors and suppliers, and provide analytical oversight for vendor or industry trends around increasing lead-times. This individual will help to drive and manage key critical vendor performance metrics and on-time delivery from our suppliers. The incumbent will be responsible for large vendor contract negotiations, vendor performance reviews, pricing negotiations, and intercompany delivery and shipment coordination. This position will work closely with Procurement and Warehouse Inventory Management functions to ensure material is available to meet or exceed stringent project timelines and company deployment objectives. This position will also provide leadership and oversight of overall purchasing and procurement needs of the business.

Location(s):

New Gloucester, ME; Oneonta, AL; Rochester, NY
 Other location(s) can be considered for qualified candidate.

Essential Job Functions:

- Establishes and/or directs supply and capacity planning analysis based on multiple internal metrics and departmental forecasts, working with critical vendors to establish necessary material forecasts and commitments,
- Responsible for developing and executing on Engineering & Operational production schedules with business planning and forecasting against supplier lead times,
- Develops and oversees supplier service level agreements,
- Demonstrates business acumen by evaluating and proposing alternate supply chain options to improve overall business performance,
- Assumes overall responsibility for vendor management for our suppliers and vendors,
- Performs and is responsible for sensitive negotiations for critical and high value items,
- Responsible for Supplier Performance Management by developing and maintaining supplier report cards to insure that plans of action are developed and implemented for improving poor performing suppliers,
- Reports monthly on Key Performance Indicators (KPI's) for the Supply Chain function and vendor performance,
- Oversees the contract review process of current and new products,
- Perform analysis on inventory and shipment with Warehouse & Inventory Management and Procurement peers to proactively identify any potential problems and insure on-time replenishment of stock items,
- Works closely with Project and Program Managers to identify projected short-falls or risks to project timelines due to material forecasts,

- Assists in additional location selections and internal delivery/supply chain/distribution needs,
- Interact with other departments to identify material needs for upcoming projects,
- Will be responsible for purchasing and tracking of outstanding shipments and receivables, inclusive of developing shipment tracking processes and reporting needs with our suppliers,
- Perform and manage assigned special projects, tasks and other duties as assigned

Other Duties may include:

- Responsible for integrating and establishing best practices for procurement & logistics across several peer companies, inclusive of necessary training,
- Works closely with Engineering & Operations peers to establish and maintain standard equipment ordering lists, lead times, and pricing,
- Works closely with Warehouse & Inventory Management peers to ensure proper PO and Receipt routing from Procurement systems to Warehouse Management system,
- Oversees the procurement lifecycle from order request (requisition) to delivery and proper receipt,
- Manages blanket or bulk purchase orders directly with suppliers for release, shipment, and invoicing,
- Works with accounting for proper and timely bookings of purchase orders,
- Oversees shortage, damaged goods, and invoicing discrepancies as identified from Warehouse & Inventory peers,

Knowledge, Skills, and Abilities:

- Must have excellent leadership and negotiation skills,
- Must have strong Interpersonal skills including relationship building, teamwork, conflict resolution, and customer orientation,
- Must have exceptional oral and written communications skills,
- Must have knowledge and experience in Purchasing and Supply Chain responsibilities,
- Exceptional accuracy with detail, planning and organizing, and focus on efficiency,
- Ability to adapt to changing situations,
- Strong analytical skills with attention to detail, with an excellent ability to manage multiple data sources and extreme proficiency in Microsoft Excel,
- Proficiency in other Microsoft Office applications,
- Exceptional management and organizational skills,
- Involvement with Strategic Purchasing initiatives is desired,
- Lean training or Kaizen experience or knowledge is preferred,
- Experience in a master scheduling role and demand planning preferred,
- Knowledge or experience using Microsoft Dynamics GP (Great Plains) a plus,
- Knowledge or experience with materials used in telecommunications and internet service provider deployments a plus.

Education and Experience:

- Bachelor’s degree in Supply Chain Management, Engineering, Business Administration, or a related field, is preferred.
- Minimum of 5 years’ experience in Supply Chain/Materials Management or Inventory & Operations Planning, with the most recent three years in a Supply Chain management role,
- Minimum of 7 years’ experience in purchasing or procurement management.
- Minimum of 3 years’ experience in demand & supply planning, capacity planning
- Valid driver’s license.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to service orders and trouble reports.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking: Must be able to move about work site.	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions: may involve occasional exposure to some of the elements listed above.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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