



Supply Chain Manager – Smithfield, RI

JOB SUMMARY: The Supply Chain Manager is responsible for managing the company's planning, procurement and inventory processes in order to ensure timely availability, cost, and quality of purchased products and components. This position will manage vendor qualifications and relationships to provide the company with quality finished goods and components, reliable and qualified vendors and optimized pricing. Ensures the coordination of material plan issues among all internal department customers is met.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, documents, and maintains a material plan for HEI-USA.
- Plans, organizes, directs, and controls activities related to the procurement and inventory management functions.
- Supervises warehouse operations and personnel
- Responsible for maintaining and monitoring inventory levels and accuracy.
- Develop systems and processes to continuously improve inventory efficiency and customer service levels.
- Works with marketing and other functions to determine consensus supply/demand planning for inventory levels.
- Responsible for training and development of subordinate staff, estimating personnel needs, assigning work, meeting completion dates, interpreting and ensuring consistent application of organizational policies.
- Responsible for developing supply sources, approval of purchase orders, vendor invoices and pre-priced delivery determinations, coordinating purchasing activities with other departments, expediting orders and maintenance of all related reports and records.
- Responsible for daily shipping accuracy and ensure most effective contractual shipping cost structure
- Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service.
- Prepares and issues purchase orders and change notices.
- Prepares and reviews contracts, bids, proposals, and vendor agreements for legal correctness, price, and acceptability of items to specifications.
- Reports regularly on purchase price variances
- Owns the RTV process and accountability.
- Initiates CAPA action requests with vendors over defective purchased components.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- BA/BS degree in business administration or engineering
- 5-10 years experience in a regulated global manufacturing environment, preferably in a medical device company
- Measurable accomplishments and experience in a distribution role with supervisory or management experience.
- Analytical, problem solving and decision making skills.
- Strong track record as a change agent and innovator in developing and deploying new strategies, business practices and technologies.
- Exceptional leadership skills demonstrated by the ability to make difficult decisions, take calculated risks, lead a diverse organization while building a team that is collaborative and results oriented
- Must be a self starter, requiring little to no supervision.
- Experience and training in Lean Six Sigma and/or Great Plains/MS Dynamics is highly desirable
- Track record of devising and implementing continuous improvement processes
- Excellent written and oral communication skills in a global environment.
- Computer skills and experience with ERP / materials planning systems
- Willing to travel 10% domestic and internationally, with ability to travel on short notice.

Heidelberg Engineering, Inc.

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Qualified applicants send resumes to: Natalie.Anderson@Heidelbergengineering.com

Posting date: 3/10/2010