

# **CURRIER PLASTICS, INC.**

## **SUPPLY CHAIN MANAGER**

**LOCATION: 101 COLUMBUS STREET, AUBURN, NEW YORK 13021**

### **JOB SUMMARY:**

Lead the material planning and scheduling, procurement, inventory control (including warehouse) operations as well as leads special projects as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

Oversee the Supply Chain Department including, but not limited to:

- Manage the effective operation of the Quote to Cash System process.
- Direct daily operations/activities in the warehouse.
- Coach personnel to continually bring them to ever increasing levels of capability and provide for back up coverage in all areas;
- Develop and/or assign the development of the Supply Chain Department policies and procedures.
- Develop, approve and implement departmental policies.
- Ensure all personnel have SMART goals and objectives to ensure company's long-term viability.

Participate in Company procurement activities including, but not limited to:

- Manage procurement team to identify specific needs, develop standards, source suppliers, obtain quotes and negotiate terms for the purchase of raw materials, packaging, production supplies, capital equipment and services;
- Direct negotiations with suppliers of production and support materials/services to continuously improve quality, service and costs.

Lead, coordinate, and participate in various projects and programs that lead to improved departmental effectiveness and decreased inventory, costs and/or lead times.

Maintain continuous involvement with top customers and suppliers to ensure their needs are met through system design, procedures, and departmental actions and activities.

Serve as an advisor to senior management and other cross functional teams on topics relating to operations, facility, equipment, systems, trends, issues and strategies.

Conduct and/or participate in regular supervisory and employees meetings to identify current Company strengths and areas for improvement including, but not limited to:

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- Participate actively in Departmental Staff meetings;
- Hold departmental meetings to update personnel on status of the business, other information including training sessions; and
- Hold Quarterly Feedback sessions, one-on-one with direct reports to review progress toward goals, answer questions, and obtain and give input to improve individual development and self.

### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Maintain critical department measures and implement corrective actions for improvement.
- Act as a “change agent” by identifying any areas of improvement and taking actions to educate, guide, implement, or recommend changes.
- Contribute to the overall success of the company by performing all assigned duties in a professional, timely, and accurate manner.
- Promote the quality, departmental and lean improvement initiatives.
- Attend seminars, courses, presentations and read publications to stay current with the dynamics of manufacturing and supply chain trends.

### **QUALIFICATION STANDARDS:**

A four-year degree in business or technical field, 10 plus years experience in both manufacturing and materials management, as well as two plus years of operations experience necessary is required. APICS and/or PMA certification required. Lean Manufacturing, and/or six sigma experience is desirable.

An equivalent combination of education and/or work experience will be considered.

### **SUPERVISORY RESPONSIBILITIES:**

Directly supervise Shipping/Receiving Coordinator, Master Scheduler, Senior Buyer, and Warehouse Supervisor. Generally supervise warehouse operations.

Supervisory responsibilities include regularly making decisions/recommendations on hiring, firing and promotions of assigned employees; planning, assigning and checking work of others; identifying and providing training; conducting performance evaluations and recommending salary adjustments.

### **PHYSICAL ACTIVITIES AND REQUIREMENTS:**

Ability to sit, walk, talk and hear. Ability to reach, use fingers, grasp and feel. Light work, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including human body. The light work involves sitting much of the time.

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**EQUIPMENT USED:**

Ability to use general office equipment including, but not limited to a computer, printer, copier, telephone, fax machine and digital camera. Some Information Technology (IT) responsibility as it relates to manufacturing software, and the purchase of IT capital.

**SAFETY, PROTECTIVE CLOTHING AND GEAR REQUIREMENTS:**

Safety requirements for this position include, but are not limited to eye protection and hearing protection when on the production floor and in the tool room. Employee must follow any additional safety requirements as posted in specific job areas.

**ENVIRONMENTAL CONDITIONS:**

The employee is occasionally subject to noise sufficient to cause one to shout in order to be heard above the ambient noise level. There is also exposure to various physical hazards, oils and atmospheric conditions which may affect the respiratory system or the skin.

**MENTAL AND VISUAL REQUIREMENTS:**

Close mental and visual attention required to perform work dealing primarily with preparing and analyzing data and figures, performing accounting work, using computer terminal, and/or extensive reading.

**COMMUNICATION SKILLS:**

Ability to read, analyze and interpret general reference periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of department heads and managers, clients and members of the general public.

**MATH SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as interest, proportions, percentages, area circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to interpret graphs and blue prints.

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