

Supply Chain Manager Job Description

Position: Supply Chain Manager

Department: Operations

Reports to: President

FLSA Status: Exempt

Summary of Position

Reporting to the President, this Continuous Improvement based position will lead Material flow improvement projects to optimize plant wide operational efficiencies. Key metrics include internal and external customer OTD, supplier OTTC, inventory turns, material E&O \$'s, material PPV and Supplier Scorecard.

Primary Duties and Responsibilities

The Supply Chain Manager will work with area leaders to develop physical and systemic material optimization processes that result in the highest utilization of plant wide Materials, Labor Resources and Machine capacity to enable reduced product lead time and increased inventory turns.

- This position has a heavy emphasis on completing tactical and strategic procurement activities
- Model Knapp Employee Required Values as a Leader
- Be able to function in a Matrix Organization to implement cross functional Supply chain projects
- Manage Production and Inventory Control Team (3 direct reports)
- Develop and diagram supply chain models to help facilitate conversations with internal and external customers/suppliers in support of an MTS and MTO business model
- Formalize plant wide capacity and lead time planning
- Work with Customer Service, the Director of Air Logic and the Director of Innovation and Technologies to understand sales forecasts and determine their effect on internal and external supply chain.
- Implement a monthly S&OP process
- Monitor and adjust supply chain practices that are in accordance with new or changing environmental policies, standards, regulations, laws or business objectives.
- Work with Engineering to identify new and alternate suppliers as required
- Identify, recommend, model and train systemic and physical inventory practices to drive improved reliability/accuracy through Global Shop (reducing inventory level variances)
- Investigate and identify material opportunities for Pull Systems, Supplier Managed Inventory, Outsourcing and Insourcing
- Initiate a Material Plan for Every Part that supports changing business volumes and buying patterns

- Establish master data requirements for NPD
- Support PMA, ECN, and revision control processes with Engineering
- Create a weekly/monthly Materials KPI Dashboard to include MRB, Customer Service fulfillment, inventory \$'s and turns in support of improved Quality, Delivery and Cost Productivity
- Implement a sustainable and proactive inventory cycle counting program that promotes root cause analysis when making inventory adjustments
- Ensure Material initiatives support annual ISO compliance audits and recertification

Minimum Education & Experience Requirements

- Bachelor's degree and minimum 5 year's experience or minimum of 10 years of successful Supply Chain leadership experience
- Thorough understanding of operational planning tools
- Strong analytical skills and proven IT aptitude to deliver effective reporting using company's ERP program as well as Microsoft Office products, especially Excel
- Manage projects for a team and work independently with minimal supervision
- Strong communication and interpersonal skills necessary to build relationships throughout the organization
- Problem solver with a dedication to ongoing Continuous Improvement
- Confident to deal with ongoing operational material challenges facing the organization
- An effective leader in project meetings, presenting a holistic materials perspective to the team
- 'Able to build consensus around material efficiency projects while ensuring that proposed projects deliverables are realized and sustained within the organization

Required Leadership Values & Competencies:

- Considers multiple factors (Safety, Quality, Delivery, Cost & Inventory) when making recommendations/decisions
- Demonstrates high levels of positive energy and enthusiasm and a willingness to take on new challenges, responsibilities and assignments - strives to go beyond what is expected.
- Projects a professional image in appearance, communication, and behavior even during times of stress, instills trust and is open, honest and approachable
- Seeks and takes advantage of opportunities to learn from others and share own knowledge so others may benefit
- Involves and informs others as appropriate in identifying issues, problems, opportunities and developing solutions

Work Authorization/Security Clearance

Knapp Mfg., Inc. & Air Logic requires that all employees be legally authorized to work in the United States, and it abides by all laws that prohibit the employment of undocumented foreign nationals. Any person employed by the company must complete the Federal Employment Eligibility Verification Form (I-9) within three days of hire and will be entered into the Federal E-Verify system.

EEO Statement

It is the policy of Knapp Mfg., Inc. & Air Logic to provide Equal Employment Opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Knapp Mfg., Inc. & Air Logic will provide reasonable accommodations for qualified individuals with disabilities.



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Acknowledgement

The above statements are intended to describe the general nature of work performed by employees assigned to this position. They are not intended to be construed as a complete list of all job duties performed by persons in the position.

Management reserves the right to revise or amend duties at any time as the needs of the company and requirements of the job change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This will acknowledge that I have read and understand the requirements and duties of the job. I further acknowledge that I can perform the essential duties listed and that I possess the knowledge, ability, skills, education, experience and other requirements as stated above.

Employee Signature

Date

Witness Signature

Date