**JOB DESCRIPTION**

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| **JOB DATA** |  |  |  |
| Job Title: | Supply Chain Manager  | Manager Title: | VP of Finance |
| Company Name: | Pangborn LLC | Location: | Fairburn, GA |
| Department: | Supply Chain | B/C: |   |

# POSITION SUMMARY:

The Supply Chain Manager is responsible for managing of complex equipment sourcing/fabrication, inbound and outbound logistic, the procurement of components to support our customer’s present and future needs and inventory management. Through creation of tools to monitor supplier performance and through the building of strategic initiatives they will position Pangborn as a leader in the surface preparation industry. This position will oversee and managing the supply chain to ensure it is operating as efficiently as possible, including ensuring all suppliers and manufacturers are maintaining the desired quality of service and are engaged in ethical business practices. This role will also focus on developing and maintaining long-term relationships with suppliers who can help us meet profitability and customer satisfaction goals. This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.

**Supply Chain Duties:**

* Lead purchasing group to optimize safety inventories and effectively manage thereof.
* Manage logistics requirements including quoting, tracking, customs compliance relationship management and expediting.
* Establish an effective supplier assessment system. Determine key supplier requirements and build framework to monitor supplier’s performance in these areas.
* Build strategic partnerships with suppliers that align with our overall strategy to ensure that equipment- and product-quality, on-time delivery, and service levels are met at optimal and sustainable cost.
* Create leading indicator KPI’s to manage to department and inventory efficiencies.
* Negotiate with and influence suppliers to achieve maximize results and build a competitive edge.
* Identify and manage risk within the supply chain.
* Partner with quality department and perform deep dive research on missed SLAs to drive continuous improvement resulting in improved service performance and/or lower cost.
* Work with aftermarket sales group to elevate the customer experience.
* Ensure the appropriate supplier/purchasing policies and procedures are in place to protect the organization and employees.
* Make presentations as needed.

**Staff Development Duties:**

* Ensure employees have resources necessary to perform their responsibilities effectively.
* Develop performance metrics and implement training, building a highly productive and error-free department.
* Evaluate employees job activities and adjust tasks to fulfill highest expectations while sustaining company values.
* Provide statistical and performance feedback and coaching on a regular basis to each team members.
* Create and maintain a high-quality work environment so team members are motivated to perform at their highest level of potential.

**Process Improvement Duties:**

* Demonstrate a thorough comprehension of all systems and processes used by direct staff and operational areas supported by supply chain.
* Identify opportunities and execute based on priority to improve internal systems and processes.
* Identify opportunities with suppliers to streamline our processes and provide operational improvement.
* Develop meaningful insights from the analysis of commodity spend, market intelligence, sales data, etc., including developing recommendations for savings opportunities as well collaborate with pricing initiatives for revenue and margin growth.
* Develop, track and report KPIs.

**JOB REQUIREMENTS:**

**Required Education:**

* Bachelor's degree or 5 years related Business experience.
* Supply chain certification SCM, a plus.

**Work Related Experience:**

* 5 year plus procurement management.
* 5 Years plus experience in a mid-size manufacturing company.
* Prior experience working in a private, private equity backed, or family business setting is desired.
* International and/or China supply chain manufacturing experience is a plus.

# JOB SKILLS:

**Skills, knowledge, abilities:**

* Strategic, creative and analytically minded. Strong critical thinking skillsets.
* Attention to detail; able to draw conclusions from detail.
* Outstanding business acumen. Right balance of “thinker” and executer. Can perform at a high level and willing to analyze details.
* Integrate procurement, operations and logistics management across the global supply chain.
* Proven negotiation, conflict resolution, collaboration, and problem-solving skills.
* Strong process and project management skills with the ability to manage change and a natural inclination for planning strategy and executing tactically.
* Demonstrated analytical skills with the ability to identify improvement opportunities using both quantitative and qualitative data.
* Ability to be flexible and adaptable; able to work in ambiguous situations and demonstrated proficiency in managing multiple projects and stakeholders.
* Intermediate to expert ability to use spreadsheets & databases, MS Office PowerPoint and Word.

**General behavior:**

* Reputation for the highest standard of ethics and integrity. Trustworthy. A natural fit to all Pangborn Core Values.
* Possess a customer service approach to both internal and external customers.
* Demonstrate a willingness to accept responsibility and accountability for one’s actions and those of their team.
* Ability to maintain calmness during crisis, being proactive and maintaining sight of the company’s ultimate goal/vision.
* Ability and desire to take concepts through to rapid implementation.
* Strong communication and interpersonal skills that serve to influence and persuade others. Ability to take complex problems and translate them into digestible format with the appropriate level of detail.
* Build rapport and credibility with colleagues, employees and suppliers.
* Poise, agility and comfort working with diverse people across cultures and areas of the organization.
* Tough minded, possesses a high level of energy, can take constructive coaching, calm under fire.
* Solid judgment in making decisions and taking action that build business momentum and market credibility.
* Confident, open and willing to confront difficult issues and challenge others to create positive change.
* A “can do” attitude and tenacious pursuit of company goals.

# Physical requirements:

* Ability to sit or stand for prolonged periods of time in an office setting.
* Attends meetings or performs duties outside normal office hours (8-5).
* Ability to work well with high volume of stress.
* Requires availability to work overtime when needed with little or no notice.
* Flexibility to occasionally perform tasks outside of the general job description.
* Travel may be required on short notice, with a valid passport.

# Supervisor: S. Miller Approved by: HR: S. Searcy

Date: 1/21/2021 Date: Date: