

Position Title:	Supply Chain Specialist			Position # or Level :	QPT SCS
Department:	Materials		Reports to:	Director of Materials	
Employment Status:	Full Time	Pay Grade or salary range:		% Travel Required	10%

Position Summary: The Supply Chain Specialist (SCS) has broad responsibilities in the QP Technologies’ operations group and is responsible for ensuring that the day-to-day supply chain business results are achieved. This includes assessing current backlog and forecasted future demand to ensure adequate supplies, materials, goods, and outside services are procured in a timely and most cost-effective manner. Purchasing and negotiating with Suppliers are key to this position’s success, as is responding to demand fluctuations and the inevitable problems that arise. The Supply Chain Specialist must take initiative and be able to identify opportunities for improvement in ways that others cannot.

- Essential Duties:**
- Guarantee all material requisition orders, purchase orders, and warehouse transfer orders are generated and fulfilled on a timely basis.
 - Secure materials, goods, services and supplies to ensure timely shipment of customer product (demand generation, inventory management, price negotiations, contract review, vendor/supplier assessment and review are key).
 - Maintain the company’s Approved Vendor List and hold routine business reviews with critical vendors/suppliers.
 - Understand and execute all activities related to the company’s Supply Chain such as physical inventory count, inventory accuracy in allocation and consumption, material demand, safety stock levels, re-order points, sales order entry, and purchase order entry if needed.
 - Maintain accuracy in transacting data in the company’s ERP system.

- Minimum Qualifications:**
- Bachelor’s degree in business (or equivalent), with a focus on supply chain management, inventory control, or materials/operations management.
 - 4 years of hands-on supply chain & operations experience with demonstrated expertise in logistics, inventory management and procurement.
 - Proficient using an Enterprise Resource Planning (ERP) system
 - **Must be a US Citizen or legal Permanent Resident.**

- Key Competencies:**
- Strong Business Intelligence (BI), Analytics and Presentation skills.
 - Excellent persuasive and negotiating skills.
 - Demonstrated experience in cost reduction, efficiency improvements and vendor management.
 - Must be well-organized with strong problem-solving skills.
 - Excellent written and oral communication skills, solid organizational ability, negotiations skills with ability to drive cross functional teams.
 - Ability to define problems, collect data, establish facts, draw valid conclusions, and succinctly present data and information.
 - Proficient using Microsoft Office Suite, Outlook email and database systems.
 - Must be a team player.

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Preferred Skills:

- Able to effectively multitask and self-prioritize workload with exceptional attention to detail.
- Experience with integrated circuit packaging and surface mount technology
- Familiarity with working in an ISO 9001/13485 or ITAR environment is highly preferred.