POSITION DESCRIPTION

Job Title: Director, Supply Chain

Reports To: CFO

Location: Broomfield, CO

Supervisory Requirements: Yes

FLSA Status: Exempt

Position Summary

Primary responsibilities include the implementation and evaluation of all supply chain logistics activities and procedures, including, but not limited to, production planning, material procurement, inventory control, rate setting, outsourcing, vendor selection, and distribution. Evaluates the organization's supply chain performance against projected costs and timelines. Responsible for coordinating supply chain activities across all units of the organization.

Job Duties & Responsibilities:

- Works effectively across the organization to ensure successful execution of supply chain support on many integrated efforts.
- Develop and manage Materials Planning function for goods and materials needed for Company operations.
- Create item specific forecasts over a rolling time horizon to be used for ordering and inventory management purposes.
- Create integrated processes among Operations, Purchasing, Logistics, and outside suppliers to execute the planning/replenishment process.
- Identify systems tools needed to implement planning/forecasting systems. Lead reengineering efforts as it relates to supply chain planning and execution systems.
- Manage and supervise staff tasked with creating material requirement plans and/or forecasts.
- Establish key performance metrics and benchmarks relating to supply chain planning/forecasting.
- Measure actual performance against goals on regular basis and present results to senior management.
- Performs life cycle cost studies.
- Defines integrated logistics support requirements.
- Prepares estimates, schedules, and support system inputs.
- Serves as company contact and spokesperson with suppliers.
- Coordinates development of solutions to complex logistics support problems with other product support functions, customers, and suppliers.
- Coordinates transportation for the corporation with customer-driven manufacturing timelines.
- Develops and implements logistics plans inclusive of supplier contracts, routing guidelines, problem resolution and cost containment.
• Manages third party vendor relationships related to Logistics.
  Manages international and domestic flow of materials.
• Evaluates supply chain needs and selection of shipment modes.
• Works with carriers and customs brokers to expedite shipments.

Knowledge, Skills and Abilities:
• Superior analytical skills for the preparation of product demand forecasts, financial profitability of product and inventory management issues
• Superior process improvement skills
• Strong written and oral communication skills
• Strong business partnering and interpersonal skills
• Proven ability to build and manage successful teams
• Organized, flexible and easily adaptable to changing conditions
• Ability to develop and successfully execute strategy
• Ability to work well in high pressure situations in order to meet deadlines
• Ability to deliver solutions on time and on budget, while generating superior results
• Ability to combine expertise in material flow management with outstanding knowledge of information and financial aspects of the business.
• Ability to effectively operate in a fast-moving international business environment.
• Possess knowledge of supply chain activities, including transformation of natural resources, raw materials, and components into a finished product that is delivered to the end customer.
• Knowledge of how supply chains link value chains.

Competencies Required:
• Makes confident, fact-based, decisions and acts on decisions with a sense of calculated risk-taking.
• Approaches problems from different perspectives in order to suggest and implement solutions
• Forecasts issues in advance in order to prevent potential impacts; both internally and externally
• Creates and manages budgets effectively
• Facilitates communication between team members to ensure efforts are aligned
• Takes accountability for delivering on commitments; owns mistakes and uses them as opportunities for learning and development

Minimum Qualifications:
• Bachelor’s Degree in Business, Economics, Engineering or related field of study (Master’s degree preferred)
• 10+ Years of related experience and/or training
• Supply Chain Management Professional Certification preferred
• Must be able to provide proof of eligibility to work in the U.S.

Job Environment and Conditions:
Working conditions are indoors in environmentally controlled conditions.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk or hear. Must be able to remain in a stationary position for at least 75% of the time or more. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.