

Reports to: Senior VP of Operations		Direct reports: Yes
FLSA status: Exempt	Last revision date: 10/1/17	Approved by: SVP Operations

Position Profile:

The Supply Chain Director strategizes to improve customer service, productivity, quality, and efficiency of operations creating a real and lasting impact. Evaluates past performance data to forecast business needs. Creates functional strategies and specific objectives for demand planning, purchasing, transportation and inventory management and develops budgets/policies/procedures to support the functional infrastructure.

Work Responsibilities:

- Set the vision and strategy for Demand Planning, Purchasing and Inventory Control to ensure a “Best-in-Class” Supply Chain Management (SCM) Program is executed to support company growth strategies and is adaptable to changing market conditions, new business opportunities, or cost reduction strategies.
- Oversee the review of and updates to supply chain practices in accordance with “Best-in-Class”, new or changing environmental policies, standards, regulations, or laws.
- Define and ensure team delivery against key performance metrics for measurement, comparison, or evaluation of supply chain factors, such as product cost, on-time delivery, or quality.
- Set overall direction for SCM collaboration in the Sales, Finance, Operations, and Manufacturing Planning (S&OP) process and drive KPI to ensure material planning matches demand for manufacturing.
- Develop procedures for coordination of supply chain management with other functional areas, such as Sales, Marketing, Finance, Production, or Quality Assurance.
- Direct the development of strategic relationships with key suppliers, including appraisal of supplier manufacturing ability, capacity and risk through on-site visits and measurements.
- Lead reduction of overall supply chain risk through team development of supply chain contingencies and proactive resolutions for demand/supply imbalances and disruption.
- Oversee purchasing’s negotiation of costs and terms with suppliers, vendors, or freight forwarders and the communication of results to internal customers.
- Direct the process of mapping and selecting transportation routes to maximize on-time delivery and economy.

Leadership: Responsible for providing leadership to the team and ensuring that the team has the talent, resources, and readiness to meet short and long-term organizational goals as well as ensuring maximum productivity and performance

- Build a strong multi-locational team atmosphere and foster collaboration across the organization.
- Ensure teams are working cross-functionally to meet CURiO goals
- Hire, train and develop team, ensuring that each employee has a clear and thorough understanding of their role and responsibilities.
- Mentor, guide, and coach direct reports in order to expand their capabilities and performance. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Utilize the company’s individual development plan program, encourage, support and advocate for employee’s growth within the team and across the organization.
- Actively participate in and lead by example through all change management initiatives.

Staff Management:

- Effectively manage a multi-locational team under a fast pace and constantly changing circumstances.
- Proactively recruit, screen, and select candidates for current and future resource requirements.
- Ensure each employee has a clear and thorough understanding of their role and responsibilities. Collaborate with human resources to keep job descriptions current for each position.

Note: This job description does not restrict CURiO’s right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.

- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Meet all completion requirements at a high-quality level. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Mentor, guide, and coach direct reports to expand their capabilities and performance.
- Ensure all CURIO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

General Responsibilities:

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURIO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines.

Performs other work as assigned.

Minimum Qualifications

- Education: Bachelor's Degree or equivalent experience in economics, business administration, statistics, manufacturing, or management is required
- Experience: a minimum of seven years' experience in purchasing, logistics, or enterprise resource planning.
- Supervisory experience: a minimum of five years' experience managing all levels of employees in a high energy, multi-location environment

Computer and/or software qualifications:

- Intermediate level of proficiency in Microsoft Word, Power Point
- Advanced level of proficiency in Microsoft Excel
- Experience with enterprise planning software platforms (ERP)

Core Competencies:

- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs, both individual and team.
- Ability to establish goals and objectives that support the strategic plan.
- Ability to function as a strategic thinker with good organizational skills and ability to prioritize, plan and execute.
- Ability to lead multi-functional teams on large-scale projects.
- Ability to work collaboratively and building strategic relations with coworkers, vendors and/or customers.
- Experience with implementing major organizational change, including significant supply chain redesign and other operational efficiency improvements.
- Global awareness, good business ethics, and an understanding of legal contracts.

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- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Must be an individual of high energy, positive attitude and a proven track record of getting results.
- Skill in giving full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skill in staff management through motivating, developing, and directing people as they work, identifying the best people for the job based on skills and potential.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions and considering the relative costs and benefits of potential actions, suggest conclusions or approaches to problems.

Preferred Qualifications:

- Master's degree economics, business administration, statistics, manufacturing, or management
- Certifications from CPSM, CPIM, and CSCP
- Experience in a consumer goods manufacturing environment

Travel Requirement: up to 25%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10 – 15 pounds
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur

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