



Full-time/Exempt Position: Supply Chain Supervisor
Location: High Sierra Electronics, Grass Valley, California
Reports to: General Manager.

Job Summary: The Supply Chain Supervisor is responsible for leading and directing the team members under their supervision to meet organizational goals related to warehousing, production schedules, inventory control, material handling, customer service, transportation, and planning. They provide guidance and training for their associates to ensure that all procedures, processes, and activities related to the supply chain are performed up to company standards, as well as establish procedures and schedules. Additionally, the Supply Chain Supervisor will lead and facilitate process improvement and cost efficiencies across the Supply Chain to support our customer requirements. Other tasks performed by the Supply Chain Supervisor include making sure all safety procedures are followed and that all work areas are clean and well-maintained.

Duties and Responsibilities:

- Overall management of inventory, analyze outcomes and adjust inventory levels as appropriate, utilize reorder point planning to minimize component shortages
- Monitoring Raw Material, WIP and Finished Goods for materials availability, financial tracking, and in support of company stocking program. Responsible for generating Purchase Orders
- Monitoring the stocking programs and forecasts to ensure updates are made according to company guidelines – drive lean supply chain principals
- Maximization of quality, minimization of costs, and support of department goals
- Responsible for having a working knowledge of the product lines
- Responsible for ensuring materials are accurately controlled to reduce obsolescence, outdates, and waste within the assigned cell(s)
- Responsible for generating replenishment manufacturing/work orders. Managing replenishments through reorder point, build-to-stock, and build-to-order methodologies
- Driving change through improved organizational capability, providing leadership in recruiting, goal alignment, employee development, performance management and communication
- Supporting Environmental Health and Safety practices to support a Zero-Incident Culture
- Developing and coordinating manufacturing schedules and priorities within the production plan to satisfy customer/ revenue requirements
- Analyzing short- and long-term manufacturing requirements and capabilities of the suppliers within the supply chain. Develop second source options as necessary

Knowledge, Skills, and Abilities:

- Electrical & Electronic Manufacturing industry knowledge – experience in the HydroMet and RWIS industry, including sensors, data loggers and communications preferred
- Knowledge of bidding processes and quotation preparation
- Knowledge of office procedures and methods, including business communication, office systems, and record keeping
- Proficient verbal and written communication skills
- Ability to follow assignments, establish priorities, and to work efficiently and independently
- Aptitude for understanding and communicating technical information

Credentials and Experience:

- BS/BA Degree in Business, or related field. Non-degreed with 8 or more years in Supply Chain Management
- 4 to 6 years total experience in Materials Planning & Supply Chain Management within Manufacturing/Production. Supervisor that can drive KPIs including OTD and Inventory Accuracy
- MRP/ERP systems knowledge – ERP experience a major plus
- 3 years plus Leadership/Direct report experience within Materials Management with the ability to drive employee development and accountability

Position Criteria:

- Excellent communication and presentation skills – both verbal and written with ability to make necessary status reports and technical presentations to management
- Proven capability to lead change in a team environment
- Strong analytical skills and business acumen

Compensation is based upon experience and qualifications. Please apply by submitting your résumé, cover letter, and salary requirements to: resumes@hsierra.com

Mail:

Attn: Human Resources
High Sierra Electronics, Inc.
155 Spring Hill Drive, Suite 106,
Grass Valley, CA 95945

No phone calls please.

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