

SUPPLY CHAIN MANAGER

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| JOB TITLE | Supply Chain Manager |
| REPORTS TO (title) | Director of Operations |
| DEPARTMENT NAME | Supply Chain |

1. PRIMARY PURPOSE -

This position will be an integral part of the Company's Operations Team and will lead the supply chain team in support of achieving overall operational excellence. It will require the ability to establish, implement and maintain Business Systems to be efficient and effective in meeting Company Goals and Objectives. Responsibility will include the entire supply chain process which includes planning, scheduling, purchasing, shipping, receiving, issuing and control of work orders to meet customer demands.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Effectively build and lead a strong supply chain team to ensure that the Team meets and exceeds its company and individual Goals and Objectives (including OTD, Quality, Cost and other metrics).
- Establish, Document, Implement & Maintain
 - New or existing ERP/MRP system(s)
 - Processes to ensure that all customer delivery requirements are met/exceeded
 - Supplier Management System to include Supplier Qualification & Approved Supplier Process to achieve a goal of doc to stock supply chain process
 - Cost effective shop supplies inventory levels.
 - Production Planning & Scheduling System to plan, track and monitor purchasing, engineering and production activities
 - Maintain inventory and WIP levels sufficient to meet customer requirements
 - Procedures for coordination of supply chain management with other functional areas, such as sales, finance, production and quality assurance
 - Provide support to customer proposal process
 - Provide inputs to financial forecasting and the annual operating plan
 - ISO Compliant Business Systems to be efficient and effective
 - Purchasing processes and practices
 - Shipping and Receiving processes
- Effectively lead cross-functional root cause and corrective action to resolve operational related issues.
- Continue to develop and expand supplier relationships in support of the Company growth strategy. This includes evaluating performance (the ability to meet cost, quality and delivery requirements), negotiating appropriate and reasonable contractual terms and implementing long-term agreements when needed.
- Responsible to implement, promote, review, and continually improve the effectiveness of the Quality Management System.

3. OTHER DUTIES AND RESPONSIBILITIES -

- Maintain adherence to Company policies, safety/ergonomic standards and good housekeeping practices.
- Maintain work area and customer files in an orderly manner.
- Support/embrace the Company Core Values and Growth Strategy.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE -

- Bachelor’s Degree in related field preferred.
- Minimum of 5 years of supply chain management experience in a production/manufacturing environment (preferably optics related).
- Knowledge and experience in ERP/MRP systems
- Experience and skills in contract negotiations with supplies
- Knowledge of Commercial Terms and Conditions and familiarity with Government acquisition regulations.
- Ability to work in a dynamic, fast paced environment
- Highly organized, accurate and detail oriented.
- Team oriented with strong interpersonal communication skills.
- Required Travel-Minimum of 25%

5. PHYSICAL DEMAND -

A. The physical effort typically applied in this job includes:

| | | | | | |
|-------------------------------------|-----------------|--------------------------|---------|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | Lifting | <input type="checkbox"/> | Pulling | <input checked="" type="checkbox"/> | Reaching |
| <input checked="" type="checkbox"/> | Carrying | <input type="checkbox"/> | Pushing | <input type="checkbox"/> | Shoveling |
| <input type="checkbox"/> | Other (specify) | | | <input checked="" type="checkbox"/> | Keying/typing |

B. Check the box that best reflects the amount of effort typically applied and the frequency of application:

| Amount of Effort Applied | % of Time Effort is Applied | | | |
|--------------------------|-----------------------------|------------|------------|---------------|
| | Less than 15% | 15% to 40% | 40% to 70% | More than 70% |
| Less than 1lb. | | X | | |
| Between 1 & 5 lbs. | | X | | |
| Between 5 & 25 lbs. | X | | | |
| Between 25 & 60 lbs. | X | | | |
| More than 60 lbs. | | | | |

C. The effort reflected in the above chart is typically applied in the following work positions:

| | | |
|---|--|---|
| <input checked="" type="checkbox"/> Sitting | <input checked="" type="checkbox"/> Standing | <input checked="" type="checkbox"/> Walking |
| <input type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Bending | <input type="checkbox"/> Confined |
| <input type="checkbox"/> Other (specify) | | |

6. MENTAL OR VISUAL DEMAND -

| | |
|--------------------------|---|
| <input type="checkbox"/> | Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals. |
|--------------------------|---|

- Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
- Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
- Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
- Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

7. WORKING CONDITIONS -

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:

- | | | | |
|--|--------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Dust | <input type="checkbox"/> Dirt | <input type="checkbox"/> Heat | <input type="checkbox"/> Cold |
| <input type="checkbox"/> Fumes | <input type="checkbox"/> Noise | <input type="checkbox"/> Vibration | <input type="checkbox"/> Water |
| <input type="checkbox"/> Other (specify) | | | |

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

- The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
- Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
- The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
- The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
- Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

8. ATTENDANCE -

Compliance with general company standards is acceptable.

9. SAFETY -

Compliance with general company standards is acceptable.

10. FLSA STATUS -

EXEMPT

11. EEO CLASSIFICATION -

- | | | | |
|---|---|---|--------------------------------------|
| <input checked="" type="checkbox"/> Official/Manager (1) | <input type="checkbox"/> Professional (2) | <input type="checkbox"/> Technician (3) | <input type="checkbox"/> Sales (4) |
| <input type="checkbox"/> Administrative Support Workers (5) | <input type="checkbox"/> Craft Worker (6) | <input type="checkbox"/> Operative (7) | <input type="checkbox"/> Laborer (8) |
| <input type="checkbox"/> Service Worker (9) | | | |

12. SIGNATURES & DATES -

| | |
|--|--|
| <i>Immediate Supervisor</i> <i>Date:</i> | <i>Next Level of Management</i> <i>Date:</i> |
| <i>Human Resources</i> <i>Date::</i> | <i>Employee</i> <i>Date:</i> |