



Supplier Manager

Summary:

Reporting to the Chief Operating Officer, this position is accountable for the direction, organization, staffing and continuous improvement of all supplier interactions and activities as categorized below. As a key member of the JCC team, the Supplier Manager will provide leadership in the achievement of organizational strategy as well as department goals. This manager will consistently demonstrate and encourage in others the organization's core corporate values and culture, and champion JCC's overall strategic vision.

Reporting Structure:

Subordinates reporting directly to the Supply Manager are Import/Export team, and the Procurement Manager. This role will coordinate very close with Warehouse & Logistics Team as well as Sales and Marketing.

Position Responsibilities:

(Included but not limited to the following)

General:

- Plan, develop, organize, direct, manage and evaluate the personnel, operations and budget of JCC's supply chain
- Develop the supplier strategy for the organization in conjunction with the COO
- Manage and knowledge of corporate regulatory compliance to international product origins
- Identify and manage risk within the supply chain by addressing tactical and strategic supply chain issues
- Understand and service the needs of customers; maintain and develop positive business relationships with a customer's key personnel relevant to or directly involved in supply chain activities
- Contribute to the development of products and services as a member of the Product Development Team
- Develop analytics, systems and data management capabilities, including metrics and reports
- Stay informed of advances in supply chain technology and approaches and apply within the organization to improve supply chain processes
- Establish key performance indicators, monitor ongoing performance, and improve performance in alignment with established goals
- Develop and implement new systems, best practices, inventory control and other optimizations in order to grow the business

People:

- Direct and participate in sourcing, hiring and management of resources necessary to maintain and improve department operations
- Train, supervise, mentor and evaluate the performance of staff setting clear expectations based on strategic plans, goals and outcomes
- Direct, coordinate, assign, monitor and review the work of individuals engaged in supply chain related duties through continual 1:1's
- Collaborate with staff, other departments, senior management, and decision makers to share information, problem solve, and clarify management objectives

Procurement:

- Oversee organization wide management of the strategic sourcing, procurement, contracting, and evaluation of vendors and services
- Cultivate and manage global vendor relationships
- Manage and/or execute procurement related functions (e.g., develop and implement contract management and procurement frameworks, sourcing strategies, negotiate agreements, draft and manage contracts, etc.)
- Oversee the return of non-conforming purchased items
- Receiving, Inventory & Warehousing:
 - Direct and manage compliance to incoming inspection protocols
 - Implement and adhere to transaction management best practices
 - Manage the reverse logistics, restocking and / or disposition of items returned from customers
- Order Picking & Logistics:
 - Direct and manage the operations and budget of the Import/Export Department
 - Negotiate and manage contracts with common carriers to support required transportation requirements for material deliveries, inter warehouse transfers and outbound customer shipments

Position Requirements:

- Self-driven and results-oriented with a positive outlook and a clear focus on high quality, solid cultural grounding
- A natural forward-planner who is able to rely on experience and can exercise sound judgment to accomplish goals
- Mature, confident and comfortable in dealing with a variety of contacts at all levels, particularly in negotiating contracts in a cost competitive market
- A skilled communicator with an aptitude for effective oral and written information exchanges with internal and external contacts at all levels
- Keenly aware of team dynamics and a deep appreciation of team goals and achievements; a proven ability to work with multi-functional direct reports and to lead, coach, develop, and motivate a team
- A strategic and analytical thinker who has the ability to develop and present clear and concise analysis along with recommendations for change

- Superior computer skills, including hands-on experience in the use of an integrated ERP system and use of the suite of MS Office tools at an advanced level
- Demonstrated experience in the application of at least one of the following: TOC, Lean Manufacturing, and Six Sigma
- Ability to travel internationally as required

Academic Achievements and Work Experience:

- Completion of the following post-secondary education:
 - Bachelor of Business Administration, Operations, Procurement or Materials Management.
- Achievement of the following designations are also desirable:
 - Certified Purchasing Professional
 - Certified Supply Chain Professional
 - Certified in Production and Inventory Management
- Must be educated and have experience with any of the following: TOC, Lean Manufacturing, Six Sigma
- Preferred 5-10 years Supplier Management and/or procurement experience in a manufacturing setting, including team leadership, product costing, contract negotiation and international purchasing, 3rd Party Logistics, and warehousing
- An equivalent combination of education and experience may be considered

Physical Requirements – Work Environment:

- This role typically works in an office environment and uses a computer but frequent visitations into the warehouse are likely.
- Will use telephone and other office equipment to perform duties.
- This role will require travel including international travel. Must be able to participate in and manage travel, jet lag, schedules
- The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the work day.
- The role requires high mobility and interaction with others; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, carry or lift up to 20 pounds.

Jewett Cameron offers a competitive salary and a rich benefits package including:

- Medical, Dental, FSA and Employer funded HRA
- A bonus program based on mutually agreed upon metrics of performance
- An exceptional 401k contribution and safe harbor match
- A family-friendly team with generous and flexible PTO
- An environment dedicated to ongoing learning and professional development