

JOB DESCRIPTION

Title:	Supervisor, Supply Chain Management
Department:	Purchasing and Logistics
Reports to:	General Manager
Status:	Regular, Full-time, Permanent
Location:	Building 1527, Delta, BC
Prepared by:	C. Moore
Prepared date:	November 2019

Summary:

Manage day-to-day purchasing and procurement activities for the organization while directing the activities of the Logistics Department and Business Development administration to provide timely, effective, and accurate service in the receipt, warehousing and movement of raw materials and order entry and shipment of finished goods in compliance with Good Manufacturing Practices (GMP) and Company regulations, procedures, and policies.

Primary Responsibilities (others may be assigned, as required):

- Prepare and process purchase orders for raw materials, supplies and equipment
- Maintain necessary raw material levels to support production requirements
- Analyze market and delivery systems to assess present and future material availability
- Develop and implement purchasing and contract management policies, and procedures
- Establish product specifications with Operations and Quality Assurance and researching availability of product options in the market
- Build and develop relationships with key suppliers
- Work with vendors/suppliers and Quality Assurance to investigate discrepancies regarding orders and product quality issues
- Provide support with incoming product inspections and quarantining of materials
- Provide annual standard cost projections of inventory items for budgetary needs
- Creation and reconciliation of inventory stock documents for the quarterly counts of raw materials and monthly counts sub-assemblies and finished goods
- Responsible for supervision of department staff
- Oversee inter-department coordination of sales order entry and shipping duties, including scheduling repackaging and regulatory in accordance to established standard operating procedures
- Provide back-up support for the sales order entry process
- Maintain continuous improvements of materials management within a GMP system
- Oversee and maintain inventory of quarantined and released materials
- Oversee inter-department coordination of shipping duties, including scheduling repackaging and regulatory in accordance to established standard operating procedures
- Assist with receiving incoming raw materials and subsequent inspections and quarantine in accordance to established standard operating procedures
- Maintain a safe working environment

Competencies Required to Thrive at Phyton Biotech

- Job/Technical Knowledge
- Organization/Planning/Priority Management
- Communication & Influence on Others
- Self Awareness/Feedback
- Teamwork/Relationships/Customer Focus
- Initiative & Drive
- Strategic View
- Embodying Phyton Core Values

Approval Authorizations

- Authorized to approve raw material specifications
- Authorized to approve SOPs, non-conformances, investigations, change controls, and validation protocols and reports and risk assessments

Required Experience, Skills, & Abilities:

- Supply Chain designation (SCMP, CPIM, CSCP) is preferred
- Bachelor's Degree in Supply Chain Management or related field
- Minimum 4 -5 year's purchasing experience
- Knowledge of chemical purchasing and product specifications is an asset
- Supervisory experience within a warehouse or distributing setting
- Certifications in shipping, handling, and transportation of dangerous goods
- Must be proficient using Microsoft Office
- Ability to work well under pressure with deadlines and changing priorities
- Excellent oral and written communication skills
- Ability to prioritize, multi-task and manage time effectively
- Collaborative, but comfortable working autonomously with strong interpersonal skills
- Detail-oriented with an eye for quality and accuracy

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