JOB DETAILS

**Title:** Supply Chain Specialist  
**Company:** Sea-Land Chemical Co.  
**ID:** MM18000055  
**Reporting To:** Supply Chain Manager  
**Version:** 1.0  
**Work Group:** Supply Chain  
**Division:** Sea-Land Chemical Co.  
**Location:** Westlake  
**Department:** Operations  
**FLSA Classification:** NON-EXEMPT

SUMMARY OF FUNCTIONS

Reports to the Supply Chain Manager. Coordinates activities with all departments; works closely with Customer Service, Sales, Supply Chain, Accounting and product management.

CORE COMPETENCIES

**Title and Definition**

**Job Skills**
Possesses sufficient job skills and knowledge to perform the job in a competent manner. Is able to demonstrate skills and knowledge in day-to-day situations.

**Quality of Work**
Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the organization. Is personally committed to high quality work and encourages others to have similar standards.

**Interpersonal Skills**
Shows genuine sensitivity to the needs, feelings and capabilities of other people. Deals with others in a pleasant manner. Treats others with respect and consideration.

**Integrity**
Acts in ways that demonstrate personal integrity and serves as a positive example of why others should trust the motives of the organization. Views himself or herself as a reflection of the organization by following through on commitments and accepting ownership of any mistakes he or she might make. Leaves others with the clear impression that integrity is a core value at this organization.

**Communication**
Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point.

**Safety**
Makes sure to understand every safety practice expected by the organization. Takes no shortcuts that increase the risks of accidents, personal injuries or equipment failures. Looks for unsafe practices in the workplace and takes responsibility to ensure that others are aware of the potential impact.

**Versatility**
Is able to take on a variety of different tasks and roles in the organization. Can move in a relatively seamless manner from one task or focus to another and can fill in for other team members when they are absent or are experiencing work overload.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for efficient procurement of inventory for the company. Receives purchase requisitions and verifies for accuracy and authorization(s).

Prepares and issues purchase orders; verifies prices and delivery. Buys according to established company policies and procedures; maintains accurate purchasing records.

Responsible for evaluating and assessing vendors based on capabilities, performance and consistent quality. Maintains rapport and good working relationships with vendors; keeps accurate vendor records.

Evaluates inventory reorder levels and quantity price breaks to determine most economical procurement of inventory and supplies in relationship to company's cost of capital. Prepares reports and reviews forecast of purchasing commitments as needed.

Expedites purchase orders as necessary and ensures delivery of purchased items.

Performs other purchasing or inventory control duties as necessary or as requested.

Additional responsibilities as needed include processing transfers, preparing items for disposal, repackaging and freight classification.

Receipt inventory into computer system and process Certificates of Analysis.

Closes purchase orders

Processing supplier returns

Assists in the development, implementation and continued improvement of the Company's Quality and Risk Management policies and procedures.

**ORGANIZATIONAL RELATIONSHIPS**

Reports to the Supply Chain Manager. Coordinates activities with all departments; works closely with Customer Service, Sales, Marketing, Product Management, Supply Chain and Accounting.

**QUALIFICATIONS**

A Bachelor's Degree in business or equivalent experience is required. Good communication skills and the ability to work well with people are essential. Good leadership skills are beneficial. Familiarity with accounting, purchasing and spreadsheet applications is required.

Good reasoning ability is required to solve a wide range of business problems. Able to apply statistical calculations, analysis of variance, correlation techniques, and sampling theory as well as algebra, linear equations, and other analytics preferred. Able to understand and utilize financial reports and legal documents to conduct business.

**PHYSICAL DEMANDS**

Occasional domestic travel by airplane and automobile in conducting business may be required. Ability to communicate orally with customers, management, and other co-workers, both individually and in front of a group is crucial. Regular use of the telephone and e-mail for communication is essential.
Sitting for extended periods is common. Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.

No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required. Good manual dexterity for the use of common office equipment such as computer terminals, calculator, copiers, and FAX machines.

**WORK ENVIRONMENT**

The job is performed indoors in a traditional office setting. Activities include extended periods of sitting and extensive work at a computer monitor and/or calculator.

**EMPLOYEE STATEMENT OF UNDERSTANDING**

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of Sea-Land Chemical Co. All employees are required to adhere to the values in all their interactions with suppliers, customers, and fellow employees.