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# Example of Specialist Supply Chain Job Description

Our company is looking to fill the role of specialist supply chain. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for specialist supply chain

* Convert purchase requisitions to process orders in SAP
* Prepare paperwork and pick batches in SAP and communicate with foreign customer service reps and planners on AI availability and ready dates for orders
* Create purchase orders in SAP to order export labels
* Reconcile inventory at month end between SAP and warehouse book records
* Interviews and confers with current and prospective suppliers to determine supply capabilities, transportation logistics inventory control and management
* Sales Inventory Operation Planning (50%) – Manage the Executive SIOP process for the Supply Chain organization
* Cost Management (ongoing) – Responsible for ensuring negotiations are carried out in line with Part and Category Sourcing Strategies
* Supplier Relationship Management (5%) – Where designated, responsible for the effective management of the strategic direction associated with suppliers
* Alignment with development and purchasing (in case of raw material shortages)
* Take over customer orders checking them for significant changes, if necessary clarify them with the customer

## Qualifications for specialist supply chain

* Solid Data Base Query & Excel Proficiency
* Detail oriented, maintaining consistent high quality with rapid execution
* Self-starter with ability to work independently on multiple assignments
* Team player who is comfortable operating in a high energy and often deadline driven environment
* Results focused, ensuring critical due dates and cycle times are met
* Must be US Citizen with ability to obtain a Secret security clearance