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# Example of Specialist Supply Chain Job Description

Our company is hiring for a specialist supply chain. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for specialist supply chain

* Work with Legal with contract and Statement of Work creation
* Process of Purchase Orders with our CP, print vendors and assembly houses
* Negotiate pricing and timeline for our work orders
* Work with our teams in France and Canada in planning, scheduling and assembly of components of our Collector Editions (CE) into finished goods
* Work with Creative and Brand on new CE packaging and creating BOMs
* Follow up with our international suppliers on production planning and delivery dates
* Share with warehouse and internal teams freight planning and ensure timely and accurate receiving in ERP system
* Manage Domestic and International freight
* Maintaining and distributing various reports, among those, purchasing and freight
* Work Standards - Consistently establishes expert criteria and/or work procedures to achieve a high level of quality

## Qualifications for specialist supply chain

* Experience with Enterprise resource planning (ERP) and/or material requirement planning (MRP)
* Bachelor’s Degree preferred with emphasis in Business, Engineering, or Liberal Arts
* 7 to 10 years of relevant experience in supply chain management of electrical, mechanical products and material in High Voltage project environment
* In depth knowledge of RFQs, Contracts and the analysis of terms and conditions
* Must be US Citizen with current existing Secret clearance
* Willing and able to work in Norfolk or Yorktown as needed