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# Example of Supply Management Specialist Job Description

Our innovative and growing company is hiring for a supply management specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for supply management specialist

* Interprets information to identify problems and supply chain trends or patterns, in particular material lead time issues, and implement mitigation plans within the supply base with the support from the purchasing and planning departments
* Leads and organizes audits and other forms of analysis of information from multiple sources to determine accuracy relative to delivery schedules, inventories, requirements
* Global strategic sourcing iniatives
* Oversee aspects of a warehouse systems redesign
* Drive business process improvements in Supply & Demand Planning for our Global operations
* Supporting Business Unit’s Supply Chain in the area of Collaborative Planning, Forecasting and Replenishment (CPFR) processes related to our customer base to include customer facing meetings
* Be an Analytical resource supporting monthly analysis of Supply Network Planning (SNP) results responsible to help identify poor results and perform root cause analysis
* Develop skills in Machine Design/Build and Process Automation with responsibility for robotic installations
* Manage samples supply chain from receipt at distribution center through delivery
* Coordinate with design managers and Supply chain operations the printed component changes utilizing GLAMS System

## Qualifications for supply management specialist

* Experience with physical configuration audit preferred
* Experience with configuration management and product data management, including product data management systems, configuration control boards, customer satisfaction boards, drawing surveillance, engineering change management, military equipment maintenance, and manufacturing development
* BA or BS degree in Supply Chain, Engineering, or a technical field preferred
* PMP, APICS, SCL, or ASTL Certification
* Six Sigma Black Belt and Lean Certification
* Bachelor’s Degree in Business Management, Industrial Engineering or Supply Chain Management Other degrees in Chemistry, (Micro) Biology, Chemical Engineering (or equivalent)