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# Example of Supply Manager Job Description

Our growing company is hiring for a supply manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for supply manager

* Manages inventory levels for manufacturing consumable supplies and shipping supplies
* Develops inventory performance reports for Operations management
* Oversees cross-department cycle count activities and works with Finance department to assure successful outcomes
* Coordinates commercial drug product and clinical shipments in accordance with Good Distribution Practices (GDP)
* May negotiate freight rates with carriers
* Determines requirements for export of product and creates appropriate documentation
* Provide expertise to team regarding shipment of materials requiring special handling or documentation
* Coordinates labeling, packaging, shipment, and return of clinical products as required
* Oversee contract performance for gowning services, delivery services, and vendor managed inventory
* Establish and maintain a professional working relationship with suppliers

## Qualifications for supply manager

* Proficient with using ERP systems including the maintenance of key planning variables, BOM and part number maintenance, and generation, interpretation of MRP
* APICs Certified Supply Chain Professionals (CSCP) and/ or ISM Certified Professional in Supply Management® (CPSM®) certification desired
* Set clear delivery expectations and manage to these expectations
* Communicate material forecasting to suppliers
* Release orders for material requirements
* Expedite to ensure continual flow of materials