



Example of Supply Associate Job Description

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

Responsibilities for supply associate

- Provide support as needed on Operational process improvement initiatives
- Perform inventory related tasks in AX system - receiving, issuing, cycle counts, bin locations changes, add items master records
- May include some housekeeping tasks in Supply Room, Plant 13 Warehouse, Pole Shed locations
- Evaluate, procure, receive, store, and deliver goods and services
- Process orders and expenses through financial systems and determine appropriate account and funding for payment
- Create catalog and inventory orders using University procurement tools
- Prepare periodic and special reports/charts/graphs (daily, weekly, monthly,) on a group of accounts for gift shop manager/supervisor
- Processing requisitions, verification of demands in the system, checking status and validity of DR's
- Works extensively with customer representative, program office, procurement, DR cell team, and other functional support areas
- Works MCS tabs to ensure all planned orders are executed before schedule need date

Qualifications for supply associate

- Bachelor's degree in Business Logistics, Business, Engineering preferably emphasizing Logistics or Supply Chain Management or equivalent
- Associate Supply Planner - Minimum of 1 years progressive, related experience in such areas as production scheduling, inventory management or

- Technical vocational degree (2 years of school) and 2 years Supply Chain experience OR Bachelors degree (Supply Chain Mgmt Engineering, Finance, or related) OR combination of education and experience providing equivalent knowledge
- Preference will be given to candidates with Supply Chain Background and Data Analysis experience
- Must possess a current DL, and able to pass physical and operate company vehicles 10,000 lbs and below
- Experience researching, evaluating, and recommending hospital products for contract information, pricing, usage, substitutes