



Example of Supply Associate Job Description

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Our company is looking for a supply associate. 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 associate

- Conduct on-site audits of new and existing packaging suppliers to support suppliers with identification and correction of facility non-conformances
- Follow and improve standard qualification and management procedures for new and existing packaging suppliers
- Provide root cause and process improvement support by helping to direct procurement and our packaging suppliers to drive down occurrences of non-conforming packaging materials to facilitate continuous improvement
- Work collaboratively with internal partners in Procurement, Co-Pack Operations, Operations, Packaging R&D and external partners at suppliers and co-Packers
- Monitor reports and consult with customers on orders to ensure on-time product delivery and product availability
- Ensure global customer service teams adhere to order guidelines and proactively recommend order process improvements to them
- Ensure sourcing rules (route-to-market) are followed
- Prepare monthly production plan for product families & present
- Maintain schedule and capacity plans and review with external manufacturers
- Monitor inventory levels at affiliates and ensure inventory is maintained within targets

Qualifications for supply associate

- Controlling of discrepancy during EDI transmission from vendor to TESOG (ZMI3, ZFOR, etc)
- Basic Business Reporting & Analytics
- Good knowledge of SAP (especially PP and Purchasing modules) preferred
- Experience of Microsoft tools (Excel, Word and PowerPoint)
- Basic Knowledge and understanding of SCM concepts