



Example of Supply Associate Job Description

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Our company is growing rapidly and is looking for a supply associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for supply associate

- Verifies accuracy of deliveries by comparing to purchase orders
- Accesses "alternate pools" as necessary - considers all sourcing channels in filling roles
- Understands needs, preferences, skills, and match people to roles accordingly
- Adjust, on a daily/weekly basis, current week schedules as required based on current situation, sales, downtime, materials, outputs
- Execute the transformation projects in conjunction with Division supply chain teams
- Is an integral part of a cross functional project to ensure delivery of project milestones while achieving expected productivity objectives
- Conducts data driven analysis on key supply chain operating levers in areas such as, manufacturing, distribution, and inventory management
- Work cross-functionally (especially with the broader Quality, R&D, S&OP, and Distribution teams) to define and execute New Product Introduction supply strategies for with the focus always on cost, quality, execution, and ability to scale and also meeting launch timing
- Proactively work with R&D team and suppliers to best source for R&D needs while maintaining strong focus on cost, quality, execution, and ability to scale for NPIs while maintaining target ship dates
- Work with Harry's Quality team to ensure all IQC and OQC activities are rigorously addressed during initial product release of subject NPIs on-going production

Qualifications for supply associate

- Strong interpersonal, communication, and math skills
- Ability to move objects up to 50 pounds
- Bachelor's degree (Master's degree or other advanced degree strongly preferred)
- Insights/experience in managing key transformation factors (e.g., performance management systems, mindsets/behaviors)
- Particular interest in network design, sales and operations planning, inventory, or physical flow management