Our growing company is searching for experienced candidates for the position of supply chain executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for supply chain executive

- Manage client expectations and ensure alignment in work process and deliverables
- Track and report estimates against budget actuals
- Implement procedures and process improvement initiatives across multiple functions
- Manage Production Meetings ranging from schedules, logistics, material distribution, record minutes and monitor follow-up task list to ensure timely completion of action items
- Manage all aspects of travel arrangements for both domestic and international business travel including but not limited to booking flights, hotels and local transportation, providing agendas and itineraries, and arranging passport/visa requirements if necessary
- Support the Supply Chain team with project management
- Ability to facilitate the sales process by using questions to obtain information about the customers business situation/ goals
- Coordinate and manage SVP/VP's calendar and schedule appointments and meetings
- Arrange international travel for the team (working with the travel agency to arranging airline tickets, hotels, rental cars for travel from CH to other locations) and coordination with directions / hotels accommodations, train tickets, dinner reservations for people traveling to CH) and processing travel expenses
- Organize onboarding of new employees or contract staff, including managing

employees, (computers, phones, desk,) and supporting in their daily integration

Qualifications for supply chain executive

- Flexibility with last minute changes (sort of like Gumby)
- Good interpersonal communication skills with strong ability to work independently with a diverse group of people
- Takes initiative and prioritizes tasks (time management)
- 5+ years of experience selling complex business applications to enterprise-level companies
- Proven track record of sales successes in a software company
- Strong ability to create and execute complex sales strategies –knowledge of Solution Selling is a plus