



Example of Supply Specialist Job Description

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Our company is looking for a supply specialist. 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 specialist

- Accurately check par stock areas for expired products
- Coordinate ordering and placement of regulated items that have been identified by the Pharmacy to be readily available
- Receive incoming materials, supplies and equipment
- Coordinate the movement of active ingredients (AI) from AI warehouses to production locations for export
- Manage the inventory of labels at the AI warehouse
- Maintains an ongoing relationship with assigned suppliers to monitor and improve supplier performance
- Analyzes actual material use and maintains replacement rate data for variable usage parts
- Leads continuous cost reduction/value improvement activity
- Proactively monitors planning parameters and inventory position to ensure a continuity of supply to the production line
- Investigates availability of suppliers and materials in the marketplace

Qualifications for supply specialist

- OE competence
- Responsible for procurement of assigned items and executing buying strategies in accordance with agreed upon material buying plans at the optimum cost/quality relationship

- Complexity of Role- Requires knowledge and experience across the key Supply categories
- Advance level knowledge of all MS Office Programs such as Outlook, Word, Excel, Access and Power Point
- Possess a good understanding of Procure to Pay within a high volume transactional environment