



## JOB DESCRIPTION

### 1. Job Identification:

- Position Title: Supply Chain Manager
- Department: Supply Chain
- Location: Woodland, CA
- Reports to: Manufacturing Leader
- FLSA Status: Exempt

### 2. Basic Function:

- Manage & direct overall supply chain operations, including crop planning and allocating seed supply to meet customer demand. Evaluate past performance data to forecast needs and production levels. Ensure open orders are filled in a timely and cost-efficient manner. Additional duties will include warehouse contract management, selection of vendors, purchasing of raw materials, and managing freight costs.

### 3. Responsibilities include, but are not limited to the following:

- Assist with crop planning
- Constantly communicate with key personnel and line managers in the procurement, manufacturing, inventory control, distribution and logistics department of the organization.

Report the following to the Manufacturing Leader or appropriate Management:

- Pending Shipments
- Procurement Status
- Monthly and Quarterly Inventory adjustments and cost
- Production Crop Plan
- Inventory Shorts to meet Projections/Orders

- Review demand forecasts with the sales team and manufacturing schedules with the production management team.
  - Provide overall plan of priority and allocation
  - Ensure all Supply Chain procedures are followed
  - Assist with Developing and Implementing Supply Chain procedures
- Ensure that all essential supplies are available when needed so that the company can meet market requirements.
  - Analysis Long Position Reports, allocation of new crop and carryover inventory to determine sales projections can be meet
  - Develop and manage packaging supply inventory to determine reorder
  - Ensure all seed laws, state, federal & international regulations are followed
- Control costs & achieve inventory goals.
  - Analysis freight cost and identify cost saving
- Maintain good working relationships with vendors and other stakeholders.
  - Organize and manage Warehousing agreements
  - Organize and manage Seed Coating agreements
- Support and adhere to all EH&S programs and policies.
- Other miscellaneous duties as required

#### **4. Skills and Specifications**

- Excellent analytical skills, attention to detail, strong organizational skills, and problem-solving skills.
- Must possess strong people leadership skills and prior people leadership experience is desired.
- Must possess excellent verbal and written communication skills & able to interact professionally and effectively with all levels.
- Ability to analyze, identify and implement opportunities for improvement.
- Strong planning/project management skills.
- Experience of negotiation, contracts & agreements with suppliers
- Must be organized and self-motivated with excellent time management skills.
- Must be able to work independently and comfortable with working with multiple departments internally as well as outside vendors.

**5. Equipment and Software Required to Perform the Job:**

- Proficiency in Microsoft Office (Word, Outlook, Advanced Excel a must)
- Proficiency and direct experience with Enterprise Resource Planning Systems (we use Pilot)
- Professional accreditation e.g. APICS CPIM, preferred but not a requirement
- Direct experience with Enterprise Resource Planning systems

**6. Education and other Requirements:**

- Bachelor's degree or equivalent combination of education and work experience that demonstrates the ability to perform the key responsibilities of this position.
- 5 or more years of work experience in an office setting preferably in agriculture, food or manufacturing.
- Candidate must be willing to submit to background check & a physical & drug screen.

**7. Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; talk; and/or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel. The employee may occasionally lift and/or move up to 50 pounds.

**8. Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is quiet to moderate.