

**Nortech Systems, Inc.
BEMIDJI – Wire and Cable**

**Please forward a cover letter, resume, and salary requirements to:
dbonner@nortechsys.com , or fax to 218-333-0223. Reference the job
title in the subject line.**

Job Title: Supply Chain Manager
Department: Materials
Reports To: GM – W&C
FLSA Status: Exempt
Prepared Date: 6/23/10
Approved By:
Approved Date:

Summary: An accomplished Supply Chain manager is capable of developing and implementing an overall supply chain strategy that integrates all aspects of the supply chain and achieves best in class performance. With a thorough knowledge of the KPI's used to measure supply chain performance, the Supply Chain Manager will manage the supply chain functions within Nortech; and develop the processes and systems necessary to achieve desired cost, profitability, and customer service objectives.

Essential Duties and Responsibilities:

Development and implementation of supply chain strategies involving:

- Suppliers- Competitive and reliable sourcing methods. Establishing long term relationships
- Internal manufacturing- Assuring timely arrival of materials for un-interrupted, on-schedule, manufacturing
- Customers- Methods and processes that assure timely reporting of acknowledgements to Nortech's customers via Program Management

Cohesive management of the supply chain functions within Nortech involving:

- Materials management- Includes all purchasing functions and the development of competitive material quotes for prospective new business
- Inventory- Inventory management, consignment, bonded programs, etc.

Achieving best in class performance:

- Systems- Develop systems and processes necessary to execute at a high level. Timely availability of information necessary to identify trends, assess risks, and make decisions
- Measurement- Establish KPI benchmarks. Provide on-going measurement of Nortech results compared to benchmarks
- Scalability- Capable of consistent performance during a range of economic conditions.

Other:

- Leadership- Provide daily, direct leadership in the areas of supplier management, materials/purchasing. Lead on site activities pertaining to achievement of the supply chain strategy and integration of the supply chain.
- Team- Responsible for the performance management and professional development of the team.
- Supplier performance- Responsible for all aspects of supplier performance, quality, service, cost, inventory, and people engagement. Develop and implement a formal supply base rating system. Proactively identify, report, and manage constraints within the end-to-end supply chain which will impact on customer service levels.
- Material Scheduling- Assure proactive scheduling focused on achieving desired customer service levels while achieving desired inventory turn and obsolescence objectives
- Measurement- Generate and present daily / weekly / monthly reports and metrics as appropriate.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and experience:

Experience- 10+ years of experience and direct management in a Supply Chain leadership role; ideally, in the electronics industry. At least 10 years of progressively significant positions in Materials Management, Purchasing, and Manufacturing Operations.

Decisions- Demonstrated ability to effectively manage risk and uncertainty. Capable of making decisions.

Analysis- Creative and analytical thinker with a proven competence to identify solutions and implement to the desired result. Willing to "roll-up your sleeves" and get involved to resolve problems and assure customer service.

Project management- Experience leading a project and achieving results

Communication- Demonstrated written, verbal, interpersonal, and presentation skills.

Technology- Proficient with Microsoft Office- especially Excel and ERP systems. Capable of identifying and specifying computer based solutions

Team- Experienced working with all functional areas and management. Demonstrated ability to influence others in a manner that demonstrates command of the content.

Education:

Bachelors' degree in Business or equivalent and certifications applicable to the position

Travel Required:

Up to 15% travel domestically and internationally

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel. The employee is occasionally required to walk, stand, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Comments: This job description in no way states or implies these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor or manager.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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