

Supply Chain Job Descriptions

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VP Supply Chain

The VP Supply Chain is responsible for overseeing all supply chain activities for an organization including inventory management, warehousing and transportation.

- Supervises the Supply Chain/Logistics department
- Typically reports to the CEO or Chief Operation Officer (COO)

Supply Chain Director

The Supply Chain Director is responsible for the implementation and evaluation of supply chain/logistics activities including; production planning, inventory control, outsourcing, vendor selection and distribution.

- Measures companies supply chain performance against projected costs and timelines
- Typically reports to the VP Supply Chain

Supply Chain Manager

The Supply Chain Manager is responsible for managing all supply chain activities including; materials procurement, inventory control, vendor selection, distribution and production planning.

- Oversees staff to ensure a focus on continuous improvement to products and processes
- Typically reports to the Supply Chain Director

Supply Chain Analyst

The Supply Chain Analyst is responsible for monitoring and researching supply chain issues and trends.

- Documents failures and inefficiencies in the supply chain
- Makes recommendations to improve the operations and efficiency of the organization's supply chain
- Typically reports to the Supply Chain Manager

Demand Planner

The Demand Planner is responsible for estimating future category demand by evaluating market conditions and determining required inventories for approval of demand plans.

- Typically reports to the Supply Chain Manager

Forecasting Manager

The Forecasting Manager is responsible for building forecast models, forecasting materials, and analyzing historical, current and projected inventory volumes to ensure the timely availability of resources for seamless production.

- Supervises Forecast Analysts
- Typically reports to the Operations Manager

Forecasting Analyst

The Forecast Analyst is responsible the preparation of demand forecasts, sales data and market information.

- Typically reports to the Forecasting Manager

VP Purchasing/Procurement

The VP Purchasing/Procurement is responsible for leading the purchasing/procurement function of a company in minimizing purchasing costs without compromising the quality and reliability of supplies.

- Establishes purchasing budgets and negotiates supplier contracts to secure terms in a company's best interests

- Typically reports to the VP Supply chain or to the CFO

Purchasing/Procurement Director

The Purchasing/Procurement Director is responsible for minimizing purchasing costs without compromising the quality or reliability of supplies.

- Responsibilities include setting budgets, purchasing supplies and negotiating and managing vendor relationships to secure the best terms for an organization
- Supervises Purchasing/Procurement Managers
- Typically reports to the VP Purchasing/ Procurement

Purchasing/Procurement Manager

The Purchasing/Procurement Manager is responsible for assisting in minimizing purchasing costs without compromising the quality or reliability of supplies.

- Provides information to upper management to help set purchasing budgets, plans and policies
- Purchases materials for specific divisions within an organization
- Typically reports to the Purchasing/ Procurement Director

Buyer

The Buyer is responsible for sourcing, evaluating, negotiating and pricing products for assigned categories with approved vendors.

- Responsible for placing purchase orders
- Monitors sales and margins
- Typically reports to the Purchasing/Procurement Manager

Assistant Buyer

The Assistant Buyer works under the Buyer and is responsible for sourcing, evaluating, negotiating and pricing products for assigned categories with approved vendors.

- Assists in the monitoring of sales and margins
- Maintains database of supplier contacts
- Typically reports to the Buyer

Six Sigma Black Belt

The Senior Six Sigma Black Belt is responsible for managing the implementation, growth, and sustainability of the Lean Six Sigma operation and Total Quality improvements.

- Typically reports to Supply Chain Director