



**MICRO 100 SUPER CARBIDE TOOLS
CAREER OPPORTUNITY**

Job Title: Supply Chain Manager
FLSA Status: Exempt
Reports To: VP of Manufacturing
Base Location: 1410 E. Pine Ave., Meridian, ID 83642

About Micro 100 Tool

Micro 100 is an OEM manufacturer of carbide cutting tools. Employees at Micro 100 are given opportunities to innovate best practices and advance in their careers by attending seminars and higher learning programs. Micro 100 offers an extensive benefits package including medical, dental, vision, EAP, life, short and long-term disability, 401(k), vacation, personal leave, merit pay, and monetary awards. Micro 100's company culture is to value and respect employees resulting in long-term employee retention.

Position Overview

The Supply Chain Manager oversees finished goods inventory, materials inventory, consigned inventory, purchasing function, logistics, shipping & receiving, building & property maintenance, and telecommunication services. Functional areas include all aspects of materials flow and maintaining control and accuracy over all goods inventories, including procurement, planning, scheduling, warehousing, and shipping. The Supply Chain Manager advances and maintains all supplier relationships and ensures project/department milestones/goals are met. Maintenance of the building shell, HVAC, security, landscape, as well as voice & internet services are designated areas of responsibility. Extensive knowledge of supply chain management process essential.

Essential Functions

- Negotiates with the vendors and places order for the raw materials and assures orders are delivered on time.
- Develops, implements and manages cross-functional, fully integrated planning and procedures for the purchase, scheduling, and inventory of raw materials and product components.
- Manages and controls multiple consigned materials inventory.
- Is responsible for accuracy of cycle-counts by implementing and managing, in conjunction with the Finance Team, an inventory control system.
- Identifies, develops and manages effective relationships with existing and potential suppliers of goods and services to meet the established cost, quality and delivery targets.
- Develops expertise in logistics by knowledge and maintaining strategic relationships with key logistics partners, (e.g., UPS) to achieve cost-effective and timely delivery of purchases for the Company's activities and competitive cost and timely delivery of customers' orders.
- Achieves financial objectives by working with the Factory Management and Finance Teams to prepare the Materials Group Budget, schedule expenditures, analyze variances and initiate corrective actions.
- Collaborates with all production departments to achieve cost reduction targets.
- Provides training to direct reports, performance reviews and manages compensation.
- Answers the questions of senior executives and directors of the company.

Competencies & Behaviors

- Experienced in negotiation.
- Proficient communication skills; written and verbal.
- Documentation and record keeping skills utilizing Company ERP system.
- Skilled in market research, identifying suppliers and designing purchase order quotes.
- Able to organize specification for the raw material orders.
- Personal Integrity.
- Supply Chain Expertise.
- Demonstrated ability in all aspects of team leadership.

Work Environment

- This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

- Manual dexterity and visual acuity required.
- Must be able to lift 40 lbs.
- Sit for extended periods of time while using computer screen and answering telephone
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk; use hands to finger, handle or feel; and reach with hands and arms.

Required Qualifications

- High School Diploma
- Minimum five years of experience as a Supply Chain/Materials Management
- One to three years of supervisory experience.
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint
- Proficient in using inventory (ERP) software, computer, fax machines, printers, Xerox machines, etc.

Preferred Education and Experience

- B.B.A. Supply Chain/Operation Management degree from an accredited institution.
- Background in a hands-on environment in any manufacturing business where the use and understanding of theory and practical use and applications of cutting tools and shop supplies.

How to Apply

Complete an application @ <http://www.micro100.com/company/careers/>

Send completed electronic applications, resumes and cover letters to: ndug@micro100.com