



**Job Title:** Manager, Worldwide Supply Chain Management

**Position Location:** Intematix Corporate Headquarters, Fremont, CA

**Reports to:** CFO

**General Purpose/Objective:**

Plans and implements activities related to the timely, cost-effective procurement, inventory control, planning and quality control of production materials. Develops, implements, and maintains policies, procedures, and material control systems to reduce costs, streamline procedures, and implement solutions. Ensures the availability of materials in the supply chain, as scheduled, and the maintenance of inventory at minimum acceptable levels. Responsible for sourcing and supplying raw materials, utilities and outside services, as well coordinating global procurement efforts. Coordinates with finance/accounting on matters involving inventory-carrying costs. Reviews and plans requirements for acceptable inventory. May assist with the establishment and maintenance of the production control system. May work with customers in auditing customer inventory levels and with internal and external vendors to comply with inventory policies. Selects, develops, and evaluates personnel to ensure the efficient operation of the function.

**Essential Duties and Responsibilities:**

- Lead and define Supply Chain Strategies.
- Document physical supply chain processes, such as workflows, cycle times, position responsibilities, and system flows.
- Implement new or improved supply chain processes.
- Develop, analyze and present Supply Chain and Operational monthly and annual reports.
- Develop material costs forecasts or standard cost lists.
- Manage inventory turns and working capital inventory to achieve strategic targets.
- Analyze inventories to determine how to increase inventory turns, reduce waste, or optimize customer service.
- Confer with Planning Coordinator and Purchasing Planner to forecast demand or create supply plans that ensure availability of materials and products.
- Lead purchasing strategies to ensure raw material availability, quality and cost control.
- Collaborate with other departments, such as procurement, engineering, and quality assurance, to identify or qualify new suppliers.
- Develop and implement procedures or systems to evaluate and select suppliers.
- Meet with suppliers to discuss performance metrics, to provide performance feedback, or to discuss production forecasts or changes.



- Negotiate prices and terms with suppliers, vendors, or freight forwarders.
- Maintain acceptable inventory levels based on sales forecasting and cost targets; clean out obsolete items.
- Handle all BOM updates internally and externally.
- Track fulfillment metrics and drive process improvements.
- Adapt supply chain processes to the needs of different customers including international projects as needed.
- Support the quoting process for new business.

**Measurement Criteria:**

Quantitative and qualitative, related to the areas of responsibility.

- Primary measures of job performance will be cost savings on purchased materials, reductions in inventory, strategic supply chain development and reduced cycle time of delivery to customers.

**Required Qualifications:**

- Bachelor Degree required in Business, Sales, Marketing, Communications, Transportation Logistics or related field required
- At least 8 years related experience required; experience to include working with an ERP System
- Experience working with suppliers located in China is preferred
- Proficient in English a must
- Must have excellent oral and written skills
- Excellent leadership skills
- Experienced with Microsoft Office

**Principals only! Send resumes to: [Jobs@intematix.com](mailto:Jobs@intematix.com)**