



JOB DESCRIPTION

Title: Director, Procurement & Supply Chain

Date: April 29, 2025

Classification: Salary (Exempt)

Reports to: V.P. of Finance/CFO

Job Summary:

Direct, manage, and control materials and assist in inventory management for Superior Boiler to prescribed budgets and schedules. Responsible for the implementation of the policies and procedures that control the organization's procurement of raw materials, supplies, equipment, and inventory and the purchasing and distribution of these items in support of the manufacturing process. Must be able to collaborate well with other departments and work on own with minimal supervision, providing leadership to direct reports within the department.

Responsibilities:

- Manage the material policy, related procedures and activities of those engaged in the scheduling, purchase, delivery, the movement of raw or finished materials, storage, production issuing and verifiable inventory levels of materials and purchased items.
- Develop demand flow strategies for all purchased materials and products to conform to demand flow strategies in the manufacturing process.
- Plans, directs, controls, measures, and regulates efficient materials inventory levels and assist in determining final disposition.
- Analyzes market and delivery conditions to determine present and future material availability.
- Improve cost of procurement through negotiating with vendors for price and delivery, increase inventory turns and improve inventory accuracy.
- Discuss defective or unacceptable goods or services with quality control, users, vendors and others to determine source of trouble and take corrective action
- Follow company policies and procedures and promote good safety practices
- Work with other departments within the company and promote team-related concepts to help accomplish company goals and objectives.
- Performs other related duties as assigned.

Skills/Abilities Required:

- Must have strong verbal and written communication skills
- Must be capable of following verbal and/or written instructions
- Must have good mathematical skills
- Ability to reason logically
- Basic computer skills with strong spreadsheet and typing skills
- Experience working with an ERP system, preferably Global Shop Systems
- Ability to handle multiple projects in a fast paced environment
- Ability to troubleshoot at unexpected and inconvenient times
- Trustworthy with highly confidential information
- Must be detailed and accurate with numbers
- Detail minded

- Have the ability to sit for long periods
- Have the ability to grasp, stoop, and squat or to perform duties with reasonable accommodation
- Capable of maintaining regular and reliable attendance

Education / Experience Required:

- Bachelor's Degree in a business-related field or demonstrated direct work experience