



JOB TITLE: Supply Chain Generalist **JOB CLASSIFICATION:** Non-Exempt
DEPARTMENT: Manufacturing Supervision/Support
REPORTS TO: Supply Chain Manager
LOCATION: Lenexa, KS OR Parsons, KS

SUMMARY/OBJECTIVE

The Supply Chain Generalist is responsible for utilizing the ERP system to purchase goods or services as directed and identify late supplier deliveries, expedite those deliveries as well as maintain their status in the ERP system.

ESSENTIAL FUNCTIONS

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

- Generate and issue Purchase Orders as directed.
- Gain continuous knowledge of the functionality of the ERP system with a goal of becoming a Supply Chain Specialist.
- Follow-up on late Purchase Orders and issue Supplier Corrective Action Requests, when necessary, to hold suppliers accountable. Keep ERP records up to date.
- Assist accounting in resolving invoice discrepancies and disputes.
- Assist with receiving of inventory.
- Assist with generating shippers for drop ship orders to customers.
- Assist with logistics for inbound and outbound freight.
- Provide weekly and monthly metrics as assigned.
- Assist in managing yearly supplier scorecards for quality and delivery performance.

COMPETENCIES

- Ability to effectively communicate orally, written, and electronically with all levels of the organization.
- Ability to view and read spreadsheets and other written documents as well as computer monitors.
- Ability to read blueprints.
- Effective use of computer keyboard, telephone and other applicable electronic communication equipment.
- Must be detail-oriented and possess strong analytical skills.

Your integrated source for bulk material automation.

EDUCATION AND EXPERIENCE

Required:

- High school diploma or GED equivalent
- Experience with Microsoft Office suite
- Proven experience with handling multiple complex projects simultaneously

Preferred:

- Bachelor's degree
- Minimum 1 year experience with an ERP software
- Minimum 1 year experience in a manufacturing environment

WORK ENVIRONMENT/PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to lift and/or carry up to 40 lbs.
- Ability to stand and/or sit for extended periods (up to 4 hours at a time)
- May occasionally work in temperatures above 100 degrees and below 60 degrees.
- May occasionally walk on slippery or uneven surfaces.
- May be required to access elevated surfaces either by stairs or ladder.
- Noise level in the work environment may require use of hearing protection.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

POSITION TYPE/EXPECTED WORK HOURS

This is an hourly, full-time position. Typical days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Overtime may be required.

TRAVEL

Minimal travel may be expected.

OTHER DUTIES

This job description is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties as assigned may be required.

WORK AUTHORIZATION

Applicants must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.

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