



Star Cutter Company Job Description



Job Title: Corporate Supply Chain/Purchasing Manager **Location:** Elk Rapids Engineering
Elk Rapids, MI

Reports to: Plant Manager

General Summary

The Supply Chain/Purchasing Manager is responsible for negotiations with vendors for the purchasing of all materials, supplies, equipment, and services used for the development and manufacturing of CNC tool and cutter grinders.

Responsibilities

- **Must have the ability to “develop strategic partnerships”**
- **Must possess a high level of integrity and respect for supplier relationships**
- Plan and implement the overall supply chain strategy.
- Determine key supply chain KPIs and suggest solutions for process improvements.
- Identify process bottleneck and implement solutions in a timely manner.
- Train and evaluate others while providing constructive feedback.
- Negotiate with vendors for goods and services, ensuring the company receives the best possible price and service guarantee while maintaining respect for supplier relationships
- Develop purchasing policies and ensure compliance of existing policies.
- Establish new supply sources where vendors are inadequate.

Team Responsibilities

- Collaborate with Sales, Operations, and Customer Service teams towards business objectives.
- Work with engineering, finance, sales, and manufacturing team to determine best vendors and distributors.
- Ability to influence cross-functional teams without formal authority.

Knowledge and Skills

- Critical thinker, with problem-solving skills.
- Team player with great interpersonal and communication skills
- Comply with safety and corporate guidelines on business ethics.
- Ability to operate within deadlines, evaluate risk and make appropriate decisions.
- High-energy, self-starter who is enthusiastic and motivated to create growth opportunities.
- Possess strong statistical and financial modeling experience.
- Demonstrate knowledge of industry practices and current trends.
- Must have solid written and verbal communication and presentation skills to interface with external sales teams and customers.

Education Requirements

- Bachelor Degree in Business/Supply Chain Management preferred.

Experience Requirements

- 5+ years of Supply Chain Manager experience required.

- Hands on experience with supply chain management software (such as SAP, SyteLine, etc.) required.

Please submit resume to:
Star Cutter Company
Human Resource Department
756 Aulerich Road
East Tawas, MI 48730
btrapp@starcutter.com