



3.1.1.6 7/26/2022 R1

**Department:** Operations

**FLSA Status:** Exempt

**Grade/Level:** TBD

**Work Schedule:** 8am to 4pm

**Job Status:** Full Time

**Reports To:** Supply Chain Manager

**Amount of Travel Required:** N/A

**Positions Supervised:** 0

### **POSITION SUMMARY**

This position works under the guidance of the Supply Chain Manager to assist in sourcing packaging, raw ingredients and other supplies while maintaining a measurable Supply Chain. Also assists in gathering data and documentation for projects and new suppliers. This position operates within FDA, FSMA and Global Food Safety Initiative (GFSI) requirements defining food safety standards for the safe production of food in the plant and offices i.e. within the standards of defined risk levels by area.

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to satisfactorily perform each essential function. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Functions Statement(s)**

#### **Purchasing**

1. Run daily past due Purchase Order report and expedite all late shipments.
2. Assist in purchases as directed by the Supply Chain Manager.
3. Run MRP daily to create inbound Warehouse Transfers for shipments of raw ingredients/packaging consumed by production in Racine.
4. Prepare receipts for accounting to enter on raw ingredients/packaging received at our outside warehouses.
5. Contact outside warehouses for errors identified on receivers (lot numbers, PO numbers) and alert Supply Chain Manager of damages reported.
6. Create alerts for QA to release raw ingredients/packaging received at outside warehouses.
7. Move raw ingredient/packaging inventory stored at outside warehouses from Inspection to RM.
8. Monthly warehouse inventory reconciliation of raw ingredients/packaging supplies.
9. Provide ingredient documentation requests for co-packers.
10. Issue supplier CAPAs for ingredient/packaging items and weekly follow up.
11. Assist in Applications Department sample requests, documents, and tracking deliveries.
12. Assist in the collection of documentation related to FSMA, NAFTA, or for requirements listed on TraceGains software program.
13. Assist with inventory reconciliation of all items as requested such as; janitorial, office/production supplies, raw ingredients and packaging.
14. Data entry for purchasing in Adage/Assistics ERP System and Outperform.
15. General filing.



## POSITION QUALIFICATIONS

### Competency Statement(s)

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Commitment – Ability to work within company’s policies of customer satisfaction and teamwork within a collaborative environment.

### SKILLS & ABILITIES

**Education:** Bachelor’s Degree Preferred.

**Experience:** 2-5 years Supply Chain experience preferred.

**Computer Skills:** Proficient with Microsoft Word and Excel. Experience with MRP/ERP.

### PHYSICAL DEMANDS

#### Physical Demands

#### Lift/Carry

Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	F (Occasionally)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	O (Occasionally)		
Bend	O (Occasionally)		

#### Push/Pull

12 lbs or less	N (Not Applicable)
13-25 lbs	N (Not Applicable)
26-40 lbs	N (Not Applicable)
41-100 lbs	N (Not Applicable)

### Legend

- N (Not Applicable)** Activity is not applicable to this occupation.  
**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

### Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Sense of Sound (20db minimum)
- Sense of Touch

### WORK ENVIRONMENT

This position is primarily carried out in an office environment.

Human Resources Manager

Date: 2022

Department Head Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

