

Job Description
Supply Chain Engineer
Century International Arms, Inc.
Century Arms, Inc.

Reports to: Senior Supply Chain Manager
Location: Vermont

Position Type: Full-Time

Summary of Position Mission

This position collaborates with material suppliers, engineering and supply chain resources to improve supplier capabilities, drive innovation, recommend cost reduction initiatives, and improve supply chain processes. Responsibilities include analyzing current materials and processes to reduce costs, shorten lead times and improve quality. Additionally, support the supply chain department by analyzing inventory levels/turns, point of use material availability, develop and maintain supplier performance scorecards to recommend and implement improvements. The supply chain engineer will also make sure the company complies with all industry standards for safety while meeting design standards and guidelines. This position also works in a support role as need on complex projects.

Responsibilities

- Works with suppliers to build lean supply chain capability in the areas of material replenishment to facilities, optimized logistics and capacity planning.
- Works collaboratively with suppliers to address and resolve supplier issues using root cause and corrective action (RCCA).
- Addresses day-to-day supplier constraints to improve supplier performance and their ability to respond to Century Arms requirements flexibly and rapidly.
- Supports the Supply Chain Planning Process with suppliers, providing support to project teams.
- Gather technical product quantity and requirements from vendors (RFI)
- Obtain quotes and pricing for technical products and services from vendors (RFQ)
- Place purchase requisitions within company and drive, track and communicate approvals
- Support Engineering department to develop tooling plans to support Production and Material flows
- Analyze complex supply chains and determine optimum configurations.
- Develop and improve work methods.
- Interact with production management on a daily basis on all matters relating to productivity and utilization.
- Responsible for evaluating and recommending new technologies to support new and existing product lines.
- Responsible for conducting supplier assessments and maintaining performance metrics/score cards.
- Ensure information and documentation is consistently accurate.
- Provide technical reports in-house and to the technical community.
- Attend training sessions, seminars, and conferences to expand job knowledge and skills repertoire.
- Actively participate and support the 5S process within the work area on a daily basis
- Protect organization's value by keeping information confidential.
- Support and adhere to all ISO standards applicable to the Company.
- Wear all necessary Personal Protective Equipment directed by the Company at all times.
- Demonstrates sound working knowledge of firearms safety.
- Maintain and keep workstation and department area clean.
- Immediately act on any maintenance and/or safety issues presented.
- Demonstrate a positive attitude toward co-workers, other department and the Company.
- Maintain respect, courtesy and professionalism toward all co-workers and the Company.
- Communicate clearly and effectively with co-workers and management.
- *Other duties assigned as required.*

Qualifications & Knowledge Required

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor of Science in Engineering or equivalent combination of education and experience. Industrial/Systems/Manufacturing, Engineering degree preferred.
- Knowledgeable of manufacturing process and Lean principles.
- Must have strong interpersonal / relationship building skills.
- Demonstrated strong knowledge manufacturing and metals machining.
- Must be able to read and interpret technical drawings.
- Must be familiar with ISO processes.
- Demonstrated knowledge of project management principles.
- Capability to develop a project plan and to manage a project to completion.
- Skill in the use of Microsoft Office tools required.
- Experience in the use of ERP programs i.e. SolarSoft, a plus.
- Highly motivated problem solver with meticulous attention to detail.
- Travel as required, and may include travel to overseas locations.

Working Conditions

Work is normally performed in a climate-controlled office environment and throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Be able to lift objects commonly found in offices, up to 20 lbs.
- Able to work at a computer for long periods of time.
- Some repetitive motion required.
- 40 hours per week (Monday through Friday), however, project timelines and work volume/deadlines may require more than 40 hours per week to complete essential duties of this job.
- Flexibility to work early mornings, evenings and weekends as needed.
- Some travel may be required via car or plane between Century Arms' facilities and/or other locations.
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing and speaking English language) to perform the duties proficiently

Disclaimers

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.

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- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Larry Morgan	Date:	02/03/2022