

Job Description

Title: Purchasing and Receiving Supervisor

Location: Atlanta Plant at 6175 Riverside Drive, Atlanta, GA 30331

Reports to: Plant Manager

Purpose:

Sto Corp. (Sto), a domestic and global innovation leader of building envelope systems and high-performance facades, seeking a **Purchasing and Receiving Supervisor** for its Atlanta Plant location.

The Purchasing and Receiving Supervisor is responsible to manage the Purchasing/Procurement functions and oversee the daily operation of the Warehouse, Shipping and Receiving functions for the Atlanta Plant. This role is responsible to ensure the uninterrupted supply of materials needed for the scheduled production of finished goods, and to maintain a safe, organized, clean, efficient, and cost-effective work environment, always working for continuous improvement.

Essential Duties & Responsibilities (includes, but not limited to):

- Manage supplier (raw materials and services) relationships establishing expectations for quality and on-time delivery.
- Ensure cost effectiveness of supply chain balancing lead-times and safety stocks to minimize inventory while ensuring supply when needed. Maintain appropriate inventory levels consistent with targeted inventory goals set by management.
- Process daily procurement requirements into purchase orders. Follow-up on delivery confirmations and ensure accuracy of delivery date in SAP with visibility to others in organization.
- Support selection of suppliers, establishing secondary sources whenever possible.
- Support supplier audits and maintain appropriate files and records of meetings with suppliers to support ISO 9001:2015 requirements. Suppliers should be aware of their performance and shortcomings.
- Manage and resolve problems due to delivery, quality, and pricing. Initiate Supplier Corrective Action requests and ensure timely resolution.
- Purchase other materials, and non-inventory items, and manage vendors as needed for site and off-site warehouse (as requested), to ensure ongoing operations.

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- Oversee inventory and delivery accuracy.
- Lead annual inventory cycle count process and ensure high volume and high-value inventories are cycle counted at least quarterly. Continuously improve inventory accuracy with SAP.
- Supervise, coordinate, and participate in shipping, receiving and warehousing activities for the plant. Develop a team approach focusing on quality, accuracy, flexibility, and open communications, continuously driving for measurable productivity improvements and minimization of variation and claims.
- Oversee the bulk unloading process. Provide recommendations for improvements in efficiency quality and safety.
- Establish and lead with the highest level of expectations for safety, organization, and housekeeping. Develop safe work practices and procedures in compliance with applicable regulatory requirements to ensure compliance.
- Establish and maintain the necessary documentation, practices, and training in order to support the Atlanta Plant ISO QMS and EMS programs. Use Root Cause investigation for non-conformances and support the organization's Continuous Improvement efforts.
- Communicate regularly with Customer Service and the Production Planner regarding consolidations, modifications, carrier issues and status of orders. Communicate with Production and Quality Assurance on timing of materials needed for production.
- Complete training as scheduled and maintain work instructions for the Receiving staff.
- Provide backup and staffing support as needed to cover vacations and illnesses. This position will also be trained to support and backup the scheduling activities.
- Minimize any offsite storage of overflow raw materials and help coordinate and complete shipments between the plant and the offsite warehouse without delays.
- Work with Plant Management and Product Management as needed on better and improved packaging methods.
- Ensure that all receiving, and shipping documents are received and closed in SAP in a timely manner.
- Participate on self-directed work teams as needed to improve and simplify processes and reduce bottlenecks and non-value added activities.
- Performs other duties as needed.

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Education:

- Bachelor's degree in Supply Chain Management, Operations Management, Business Administration or other related discipline. Other relevant experience in lieu of a degree.

Knowledge/Skills/Abilities:

- Two - four years of practical experience in a Warehouse, Shipping and Receiving position, preferably in an industrial manufacturing facility or equivalent combination of education and experience.
- Must have experience supervising a small workforce.
- Possess solid leadership skills.
- Ideal candidate would also have 2-3 years' experience as a Buyer in an industrial manufacturing environment.
- Experience processing shipments and receipts using an applicable ERP business system (preferably SAP) required.
- Must be capable and willing to safely operate various types of powered industrial trucks.
- Advanced level of experience with Microsoft 365 Office (Excel, Word, PowerPoint).
- Excellent mathematical and analytical skills.
- Ability to operate forklifts.
- An affinity for current digital technologies is essential.
- Customer service focused attitude.
- Possess strong communication skills, both oral and written.
- Ability to quickly gain credibility and respect with internal/external customers.
- Self-motivated, proactive problem solver.
- Strong organizational, interpersonal, and creative skills are necessary to meet the demands of the position even under pressure.
- Be a team player – willing to work for the improvement of the team and its goals.
- Strong negotiation skills and attention to detail.
- Ability to prioritize tasks and meet deadlines.
- Ability to make decisions in a complex, fast paced environment.
- Self-motivator - willing to take the initiative.
- Creative innovator with entrepreneurial spirit.
- Active, lifelong learner mentality.

Physical Demands:

The characteristics listed below are representative of the physical demands required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch; use hands to; handle, feel objects, tools, or controls; talk and/or hear.
- Occasionally required to sit.
- The employee must frequently lift and/or move up to 50 pounds and occasionally handle up to 100 pounds with assistance.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and differentiate colors.

Work Environment:

- Position is in a manufacturing and warehousing environment, requires heavy sustained lifting and standing.
- Requires the use of safety equipment as dictated by the work area such as, but not limited to, safety glasses and shoes, respirators, face shields, gloves, aprons.
- Work is almost exclusively inside and ambient conditions can be hot or cold depending on the season.
- Regularly exposed to moving mechanical parts, and occasionally to airborne particulates.

To Apply:

- Submit resume and cover letter to Jobs@StoCorp.com. Job ID: PRS-30331

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