

POSITION DESCRIPTION

DIRECTOR OF SUPPLY CHAIN

Reports To: Vice President of Finance, CFO

Position Status: Exempt

Supervises: Purchasing, Materials Management and Other Service,
Support and Supply Chain Functions as Developed

Effective Date: 1/1/2017

GENERAL SUMMARY

The Director of Supply Chain will develop and manage the Supply Chain function which includes purchasing, receiving, warehousing, forecast need planning, central and disbursed inventory management, inbound/outbound/intra-center logistics, patient supply delivery, waste management, GPO relationships including pharmacy purchasing and metric based management.

DUTIES and RESPONSIBILITIES

General Department Support:

1. Identify opportunities for process change and automation to improve organizational efficiency.
2. Develop and present metrics for tracking supply chain functions to CFO.
3. Participate in Kaizen program and other programs at Northwest Kidney Centers to continuously improve the supply chain functions.
4. Control costs without compromising patient safety, quality of care of services delivered.
5. Develop and present materials to ISSC and or relevant project management oversight committee to advocate for project approval when projects involve acquisition of new software or technology
6. Lead and develop staff through ongoing training, coaching this may include completion of relevant classes offered internally and externally.

7. Develop and manage department budgets.
8. Provide support for the development and tracking of the annual department budgets and long range financial forecasts
9. Participate in industry-relevant discussion groups, as appropriate.
10. Serve as primary vendor resource for applications and services used by department.
11. Support endeavors to assure that Corporate Compliance requirements are strictly adhered to, and related processes and controls are consistently administered
12. Develop and maintain policies and procedures related to supply chain function.
13. Other projects as assigned

Procurement:

14. Represent a professional, respectful, and courteous manner when interacting with patients, co-workers and suppliers.
15. Facilitate the standardization of products and optimize supply utilization through effective collaboration with clinicians and MDs.
16. Establish and maintain a process for requisitioning products or services including collecting new product requirements, researching and providing product alternatives to internal customers.
17. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, transportation costs, and suppliers reputation and performance history.
18. Utilize strategic sourcing tools to sustain continuous cost reduction initiatives.
19. Develop and maintain a process for managing the solicitation of RFPs for service and supply vendors, making recommendations and negotiating contracts.
20. Ensure all supplier contracts are complete, properly executed, and have considered all cost variables.
21. Ensure supply contingency plans and strategy are up-to date and easily activated in the event primary suppliers are unable to perform as required.
22. Working with Safety Officer to develop and maintain an emergency response plan that minimizes to the greatest extent possible the disruption to patient care in the event of a disaster.
23. Develop relationships in the industry to understand and stay abreast of industry changes which may impact various business management programs as it relates to pricing trends and new products.

24. Other duties as assigned

Inventory Management:

25. Develop and meet inventory goals for the company which effectively balance cash-flow and inventory turn rates.
26. Establish and maintain standardized stocking and storage of supplies for departments, clinics and hospital.
27. Working closely with the Pharmacy Manager, develop and maintain standardized stocking and storage for drugs and pharmaceutical supplies.
28. Evaluate, design, implement and maintain an automated inventory system designed to reduce the burden of maintaining appropriate stocking levels at the clinic and hospital locations.
29. Establish and maintain methodology for supplying support functions in a cost effective and efficient manner.

Logistics

30. Development and maintenance of a scalable distribution system to meet the needs of patients, clinics, hospitals and support functions.
31. Working closely with Technical Support, maintain a safe and efficient system for the movement of dialysis equipment as needed.

JOB CONDITIONS and PHYSICAL EFFORT

1. Must be able to communicate effectively in English on the phone, in writing, and in person.
2. Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
3. Physical activities require the ability to stoop, reach, stand, walk, push, pull, lift, use fingers to manipulate items, grasp, talk, hear, and repetitive motions of the wrists, hands and fingers.
4. The physical requirements include the ability to lift/move objects weighing up to 40 pounds occasionally, and lift/move objects weighing up to 20 pounds frequently.
5. Visual acuity is required to read, inspect numbers, and work extensively with data on a computer monitor.

CUSTOMER SERVICE STANDARDS

All staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy; Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative; Inform; Educate and reassure; Provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; Maintain a professional appearance; Establish teamwork; Show professional competency.

EDUCATION and EXPERIENCE

The Supply Chain Director should have a Bachelor's degree preferably in Supply Chain Management, health services or a related field and 6 or more years of experience in (supply chain experience), strong analytical and negotiation skills and possess the ability to drive change and work within a dynamic environment with emphasis on the following areas of focus:

- Demonstrated success as a leader in transforming and maintaining complex service and supply management in a healthcare environment
- Demonstrated success with design and implementation of business processes in a regulated highly consolidated healthcare delivery environment
- Demonstrated excellent oral and written communication skills, experience with development and presentation of training materials and skills evaluation process
- Demonstrated ability to lead and develop staff members (coaching) and manage in a complex environment
- Demonstrated ability to manage the competing needs of multiple constituents to achieve high levels of functional standardization
- Excellent computer skills in a Microsoft Windows environment
- Strong background with Lean concepts and/or related disciplines
- Preferred experience in international product sourcing

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW and APPROVAL



Vice President of Finance

12/14/16
Date



President of Human Resources

12/14/16
Date