

## **Supply Chain Business Analyst - \$40-70k**

The Business Analyst will support corporate purchasing by preparing and presenting data for quick and accurate actions. This individual will be responsible for the creation, monitoring and maintenance of SAP purchasing data for all manufacturing plants to enable automatic sourcing and purchase pricing by accurately reflecting agreements with its vendors in the SAP system.

This position will coordinate with the data governance group in maintenance of material master data and vendor master data needed in purchasing activities and may coordinate with the quality department in monitoring the quality management vendor approval data. In addition, this role will address pricing issues reported by the plant buyers and coordinate corrective actions as needed.

### **Specific responsibilities include:**

1. Create and maintain action oriented reports/analysis of data to include market trends, bid analysis and supplier key performance indicators.
2. Assist buyers with projects
3. Maintain vendor/material pricing data at the direction of procurement management
4. Address plant reported pricing issues / sourcing issues as they arise
5. Coordinate with Data governance group and the quality management group in support of master data maintenance
6. Maintain requests for quotes as directed by purchasing management
7. Act as a Power User to support end users for training and troubleshooting issues
8. Assist in the implementation of the SAP project supporting the procurement team
9. Develop End User Work Procedures (BPPs) and Business Routines
10. Assist with on-going improvements to the procurement processes and enhancements

### **Job Requirements :**

1. Minimum of 2 years of experience
2. SAP experience preferred
3. Manufacturing, or inventory management also preferred
4. College degree required, finance/supply chain degree preferred
5. APICS certification a plus

**Critical skills/competencies**

1. Proficiency with PC operation and use of MS Excel and Word software
2. Ability to learn and navigate through software systems
3. Demonstrated troubleshooting and problem solving skills
4. Effective oral and written communication skills
5. Ability to negotiate and persuade others
6. Detail oriented and organized
7. Must be self starter and requires minimal supervision

**Contact:**

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