



Position Description

Position Title:	Supply Chain Analyst	Location	Baton Rouge
Department:	Operations	FLSA Status	Exempt
Reports to:	Vice President of Operations	Last Revision:	03/15/2024

About Swagelok Louisiana

Swagelok Louisiana provides critical fluid system products, assemblies, training, and services to customers in a variety of markets including oil & gas, refining, chemical, midstream, power and transportation industries. We are the independently owned and authorized sales and service center for Swagelok® in Louisiana and portions of Mississippi. Swagelok Company is a \$2 billion, privately held company, headquartered in Solon, OH. Swagelok® designs, manufactures, and delivers an expanding range of the highest quality fluid system products and solutions.

Position Summary

The Supply Chain Analyst is responsible for strategic sourcing of products and services, with a balanced emphasis on increasing service levels to customers while increasing the turnover of inventory in multiple locations. The essence of the role is to ensure inventory stocking levels are maintained to support customer demands with minimal lead times for future orders. Core responsibilities include issuing purchase orders, contracts, change orders, negotiating cost, analyzing costs, management of delivery schedules and management of supplier performance

Expectations

- Manage Purchasing functions to include daily and weekly activities through the company business system including but not limited to:
 - Process Swagelok Factory and 3rd party orders daily
 - Manage stocking levels with the establishment and maintenance of minimum levels through the monitoring of daily/weekly reports
 - Review and Process Internal Stock Request
 - Review Purchasing Requests via Outlook Inbox
 - Ensures Purchasing activities are in compliance with Swagelok's Quality System and Distributor's Policies
 - Submit factory approval requests as required
- Coordinate with the Factory to ensure efficient supply chain management, accurate product part coding, and accurate pricing
- Manage and improve supplier performance
- Maintain contact with vendors and submit purchase orders or requisitions to ensure a continuous supply of goods.
- Evaluate existing supply chain processes, implementing changes when necessary to improve efficiency and overall performance.
- Develop and evaluate reports and metrics as necessary to ensure optimization of the overall supply chain

- Identify supply chain risk and direct mitigation efforts
- Improve supply chain efficiency through evaluation of inventory levels, turns, fill rates, and demand
- Recommend and establish inventory stocking strategy using usage and forecasting data, along with collaboration of sales team and customers, to meet customer/market demands as well as optimize company costs
- Implement a cadence of supply chain planning meetings for operations and sales.
- Collaborate with Sales Team on special stocking strategies, procurement for turnaround planning, management of purchasing for large customer projects, and identifying opportunities for strategic purchases.
- Manage the Factory Replenishment Program including approval of stocking level suggestions from the Factory, changes and overrides
- Manage customer consignment inventory process
- Ensure compliance to supply chain processes and policies and provide necessary training for involved associates
- Work with Accounting team to help reconcile purchase pricing discrepancies and provide required documentation

Position Requirements or Qualifications

Education:

- Bachelor's degree in Supply Chain or business-related field

Experience:

- 5 years purchasing and/or supply chain experience, or equivalent combination of education and/or experience is required
- 3 years SAP or equivalent ERP experience
- Experience in Oil & Gas, Petro Chemical and Refining a plus

Skills:

- Proficient in Microsoft Office Suite and ability to learn business system and other software platforms as required
- Advanced skills in Excel and/or Access
- Strong verbal, written, presentation and interpersonal communication skills
- Ability to communicate well with internal and external customers
- Adept at handling multiple assignments, prioritizing workload and shifting work activities to maintain schedules, project milestones, meet business needs, and exceed customer expectations
- Critical thinking and decision-making skills
- Superior skills in analyzing and evaluating data to produce key findings for decision making or recommendations to management for supply chain related decisions
- Effective at contributing in cross-functional team environment
- Capacity to progressively learn mechanical and fluid system related technical information

Critical Competencies:

- Adaptability/Resilience. Recovers quickly from changes or setbacks
- Communication. Active listening style that achieves understanding, appreciation for others and expressing oneself in a clear and well-articulated fashion appropriate to audience. Excellent verbal and written communication skills
- Customer Service. Delivering, anticipating, and maintaining professionalism with customers.
- Initiative. Acts on opportunities
- Optimism. Always references the positives in any situation
- Results Orientation. Gets results in a consistent and reliable manner
- Teamwork/Collaboration. Supportive of all company initiatives, act collaboratively with other sales consultants and other company associates, customer relationship orientation
- Work Habits: Attention to detail, planning and organization, strong work ethic, ability to function autonomously, work with a sense of urgency

Work Environment and Physical Requirements:

- Office environment at the Baton Rouge Location
- Employee is regularly required to talk or hear, stand, walk and sit.
- Periodic day travel between offices in Louisiana (once a month at most)
- Occasional travel to local key vendors and suppliers for assessments and networking
- Annual travel to Cleveland, OH for annual conference and professional development