

# Singota Solutions

## JD178

**Job title:** SCM Administrative Assistant  
**Department:** Supply Chain Management  
**Location:** Bloomington, IN  
**Position Type:** Full-time, 40 hours/week, non-exempt

**General Responsibility:** Carries out materials control functions within the company in two major areas- material part set ups for ERP and materials procurement:

### Key Functions:

- Part Set-Up
  - Carries out part set-up activities in the company's ERP System by collecting needed information on various parameters and enters that information into the system.
  - Manages the schedule and accuracy of the part set-up process across other functions.
- Materials Procurement
  - Monitors inventory levels of internal use parts to determine re-order needs, and creates/receives Purchase Requisitions
  - Assists quality organization to achieve supplier qualifications.
  - Obtains final approval from various management levels and issues purchase order to suppliers.
  - Tracks outstanding purchase order status and follow up with suppliers to ensure on-time delivery.
  - Handles supplier issues such as returns and damage claims.
  - Research suppliers and materials to obtain quotations to support various projects.

### Other Functions:

- Participates on client project teams as required.
- Complies with quality and safety management systems including requirements for documentation, training, system use, SOPs, processes and procedures.
- Obtains training on different aspects of logistics and apply them consistently and efficiently to operations hired to perform.
  - Assist with annual year-end inventory counting
  - Effectively work within the configuration and rule process set up within an ERP system and bar code scanning environment to accurately manage inventory throughout the business.
- General support required of a company where everyone is expected to perform multiple tasks both inside and outside their department to meet the needs of the business

### Required Characteristics:

- Excellent interpersonal skills.
- Excellent negotiating skills.
- Demonstrates good documentation practices.
- Must be very customer focused to both internal employees and external clients.
- Must be able to work within the FDA regulated environment per its specific requirements and those established by internal policy and standard operating procedures.
- Must diligently practice all departmental programs and procedures per safety guidelines.
- Must be able to speak professionally and effectively with clients, suppliers and regulatory agencies.
- Positive Attitude and willingness to work as part of a diverse team to achieve overall goals of supply chain group.
- Must be willing to work off shift from time to time to accommodate off shift materials movement requirements.
- Willingness to seek out and assist team members with additional duties as time allows.

### Key Performance Metrics (maintains, tracks and reports on periodically):

- Part set-up accuracy and timeliness
- Supplier accuracy and on time Delivery
- Inventory levels and Turnover Ratios

### Education and Work Experience Requirements:

- Minimum Associate Degree or high school diploma with equivalent experience
- 2 years experience in life sciences, supply chain, materials management and/or sourcing/procurement.
- Computer experience necessary or willing to take internal courses to gain such information quickly.
- Proficiency to work with Microsoft Office (Outlook, Excel, Word) a plus.
- Prior experience using ERP or inventory systems is preferred.