



## JOB DESCRIPTION

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**Job Title:** Supply Chain Manager  
**Job Classification:** Salary  
**Department:** Operations  
**Work Location:** Vista, CA

**Date Approved:** 12-6-18  
**FLSA Status:** Exempt  
**Reports To:** COO  
**Work Hours:** 8 am – 5 pm  
Monday – Friday

### FLUX POWER, INC.

Flux Power develops advanced lithium-ion batteries for industrial uses. We are on the forefront of lithium-ion technology in the industrial space and are helping create a paradigm shift in the industry. We have an incredible team who are passionate about lithium-ion battery technology and what it can do to help reduce costs, improve productivity, and reduce environmental impacts.

Flux Power lithium-ion solutions utilize our proprietary scalable battery management system (BMS) and in-house engineering and product design teams. Our batteries deliver improved performance, extended cycle life, and lower total cost of ownership compared to legacy lead-acid solutions. We also reduce energy usage and eliminate use of toxic metals and acids. Flux sells primarily to forklift equipment OEM's, their dealers and battery distributors. We have also expanded into airport ground support equipment and are always looking into new opportunities.

Please visit our website at [www.fluxpwr.com](http://www.fluxpwr.com) for more information. Submit your resume and include a short cover letter explaining your suitability for the position and your salary expectations to [lpreciado@fluxpwr.com](mailto:lpreciado@fluxpwr.com) for consideration.

### JOB SCOPE AND RESPONSIBILITIES:

Flux Power is growing exponentially and needs to strengthen our team to manage the supply chain, and analyze and plan availability of material for new projects and productions builds.

The successful candidate will implement, plan, schedule, coordinate and expedite flow of material according to production schedule for the manufacture of products through the production cycle. Effectively work with other departments to balance supply of materials and demand to achieve and maintain the highest levels of customer service with minimum inventory investment and maximum production efficiency.

### KEY FUNCTIONS AND DUTIES

- Generate, plan, schedule and coordinate schedule of material through the production cycle according to due dates to meet customer service and inventory goals and objectives.
- Ensure an effective supply chain capability, with ability to deliver volumes and value to support Flux growth.
- Ensure the availability of materials in the supply chain, as scheduled, and the maintenance of inventory at minimum acceptable levels.
- Develop, implement, and maintain policies, procedures, and material control systems, streamline procedures, and implement solutions.
- Review schedules and related information and confers with cross-functional groups to determine requirements to identify overdue materials, track and expedite material.
- Develop, maintain and communicate regular program status reports for internal and external customers to monitor and report progress to production schedule.
- Define and drive the actions needed to resolve Supply to Demand breaches and Customer escalations.
- Provide production requirements to manufacturing to help determine short and long-term capacity planning.

- Coordinate with appropriate departments to ensure material requirements are identified, on-hand or ordered as needed.
- Communicate periodically and effectively on expedites and escalations to top management and stakeholders.
- Develop, update and maintain data for Material Resource Planning (MRP) system.
- Identify, communicate and coordinate schedule changes due to material or inventory challenges. Recommend plans for alternative production schedules to include identifying constraints, alternative solutions and recovery plans.
- Initiate the creation of raw material requisitions and appropriate schedules to support customer needs and inventory goals along with follow up and management of raw material purchase orders. May compute amount of material required to complete jobs.
- Compile and maintain manual or computerized records, such as material inventory, in-process reports and status location of materials. May move or transport material.
- Other responsibilities as assigned.

### **Physical Conditions/Requirements:**

- Job frequently requires sitting, walking, standing and handling objects in an office environment.
- Occasional exposure to manufacturing environment subject to weather conditions and temperature.
- Job requires occasional kneeling, stooping, forward bending, reaching, lifting and carrying up to 50 lbs.
- Vision requirements: Ability to see information in print and or electronically.
- Hearing requirement: Ability to tolerate loud noises from various manufacturing machines.

### **Qualifications and Skills**

- Bachelor's Degree in Supply Chain Management, Business or related field.
- 3 to 6 years of experience in Supply Planning in a manufacturing environment preferred.
- Strong verbal and written communication skills and be proficient in interacting in a cross functional department environment.
- Strong analytical and problem-solving skills, sound judgment, decision making skills and business acumen.
- Thorough understanding of Supply Chain Management operational concepts surrounding production planning, inventory control, purchasing, logistics and shipping and receiving.
- Excellent multi-tasking and organizational skills for managing multiple issues until resolution.
- Experience in working towards Lean production ideals.
- Self-motivated, self-starter with a sense of urgency and the ability to work alone and as part of a team.
- Strong competence with Excel, and MRP/ERP systems is a necessity.

### **Benefits**

- Medical, dental and vision insurance options
- 401K Plan
- Life Insurance
- Paid Time Off
- Holidays