



On Top of the World's Best Cakes®

Supply Chain Specialist

DecoPac, Inc. is a high growth, high-energy company that designs, markets and distributes the most popular cake decorations and bakery supplies in the bakery industry. Located in Anoka, MN we sell and distribute our products to all supermarkets, retail bakeries, ice cream stores, and directly to consumers throughout North America.

Job Summary:

DecoPac is seeking a skilled supply chain professional who is ready to contribute as we grow our business. The successful candidate will be a self-starter with an entrepreneurial spirit who can add value to our team as well as our overall business. This position will perform a variety of duties associated with supply chain related activities which includes purchasing demand and inventory management. In addition, the position is responsible for organizing related data into reports that are used for performance, analysis, decision making and compliance. Proficient in reporting; must demonstrate the ability to pull data and disseminate into useful reports that support purchasing performance measurements and related and supply chain activities. Demand Management and Best Practice fundamentals; must understand process, principles and have the ability to communicate with management.

Responsibilities:

- Understand the scope of the supply chain process and related activities
- Working knowledge and experience of the process for acquiring goods and/or services at the best possible cost of ownership, in the right quantity, prices and time with all required documentation.
- Review inventory demand requirements to schedule purchase orders and meet customer needs
- Determine production capacity needed to meet the changing demands for our products
- Ability to identify and recommend various modes of transportation methods to ensure customer demand is achieved
- Working knowledge of procurement process for requesting and receiving bids/quotes from competing suppliers/vendors based on production specifications, terms and conditions.
- Basic financial understanding of analyzing the costs associated with a bid/proposal/quotation for a sourced product for the purpose of attaining best cost/best value for that product.
- Process financial data and documents to support purchasing and warehouse operations
- Conduct business analysis on KPI reports as well as take action
- Working knowledge of the processes required to develop, execute and sustain plans, policies, programs and practices that control, protect, deliver and enhance the value of data and information systems.
- Manage and support the completion of pre-defined development or performance milestones
- Support cross functional methodology and understand the cause and effects
- Responsible for ensuring regulatory documentation compliance
- Maintain purchasing documents, related files and records for future reference and use
- Ability to arrange priorities daily, weekly, monthly to meet the demands of the supply chain stakeholders.
- Understand the process of improving various aspects of the business resulting in increased profits, improved product or greater customer satisfaction. Present ideas for process improvement; apply LEAN principles

Qualifications:

- Bachelor's Degree in Supply Chain, Business or related degree
- 2-5 years of experience in purchasing or supply chain management
- Certification such as CPIM, APICS or other related a plus
- Food Industry experience a plus
- Results oriented

- Strong communication and collaboration skills
- Project management skills
- Computer proficiency and system acumen a must
- Purchasing experience refers to interaction with suppliers or managing those that interact with suppliers
- Familiarity with Demand Management software

To Apply:

DecoPac offers a competitive compensation and benefit package. Please send your resume and salary requirements to:

Equal Opportunity Employer