

RESPONSIBILITY OUTLINE



Job Title	Manager Supply Chain		
Department	Corporate Services	Pay Status	Salaried
Reports To	Vice President Safety and Supply Chain	FLSA Category	Exempt
Location	Garden City, Great Bend, Holcomb		

SUMMARY

Oversee the direction and daily management of Sunflower's Purchasing and Warehousing functions, ensuring alignment with company goals and objectives. Drive continuous improvement in supply chain processes through data-driven decision-making, cost optimization, and operational efficiency. Evaluate complex supply chain challenges and develop actionable solutions that enhance performance, visibility, and service across all divisions.

Essential Responsibilities

Business Services

Develop and drive initiatives to capture cost savings and optimize spending across Sunflower by using data to uncover trends and opportunities.

Ensure compliance with corporate, industry, and regulatory standards in all supply chain activities.

Establish and track performance metrics to drive continuous improvement and efficiency.

Develop, implement, and continuously improve supply chain policies, procedures, processes, and training.

Integrate data-driven insights into decision-making processes, improving supply chain visibility and efficiency.

Materials Management

Implement strategies to continuously optimize inventory levels using analytics for demand forecasting and inventory planning.

Manage inventory development and maintenance, ensuring alignment with operational requirements while minimizing excess stock.

Oversee inventory counts, reconciliation processes, and investment recovery efforts, including returns and disposals.

Coordinate with plant and service center teams to ensure timely delivery and optimal inventory storage solutions.

Procurement and Logistics

Lead supply chain planning efforts in collaboration with internal and external stakeholders to identify and fulfill operational and maintenance needs across Sunflower's divisions.

Negotiate contracts and secure cost-effective agreements with vendors, leveraging data analytics to support negotiations and monitor contract performance.

Oversee supplier qualification, performance monitoring, and the integration of a qualified supplier list. Utilize data analytics to evaluate supplier performance, monitor contract compliance, and identify opportunities for improvement.

Management, Supervision, and Leadership

Serve as a member of the management team helping to ensure achievement of business goals and objectives and promoting integration between divisions. Provide leadership and coaching to direct reports regarding job performance. Conduct annual performance appraisals in a timely manner. Participate in hiring and termination decisions. Ensure direct and indirect reports receive training and support in order to meet or improve their job performance. Keep employees informed of work requirements, business conditions, company policies, and other factors that impact their work performance and environment. Manage the departmental budget process.

Safety

Sunflower employees are expected to approach their personal safety, their co-worker's safety, and the safety of their direct reports with a positive attitude and commitment. Lead by example and follow up to ensure a safe working environment for all employees. Set high safety standards and expectations and emphasize the importance of safety. Maintain safety awareness and comply with all safety policies, practices, and procedures. As applicable, resolve safety concerns and issues in coordination with the safety department and provide the highest level of support to the safety department to establish and enforce safety programs consistent with industry practice.

Culture

Demonstrate personal responsibility and commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all internal policies and procedures of the company to comply with laws, rules, and regulations.

Other Responsibilities

Perform other tasks as assigned or required to support Sunflower's mission and operations.

Qualifications

Certifications and Licenses

Certificate in Supply Chain Management preferred.

Education and Experience

Bachelor's degree in business or related field, and six years of supply chain management experience or, equivalent combination of education and experience. At least five years of experience must have been in progressive leadership roles within a supply chain environment.

Knowledge, Skills, and Abilities (KSA):

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs at the level required to successfully perform the essential responsibilities of the position.

Demonstrated ability to build and nurture internal and external partnerships, fostering collaboration and achieving shared objectives with stakeholders.

Strong customer service orientation with proven effectiveness in working with diverse internal and external stakeholders.

Comprehensive understanding of requisition-to-pay (R2P) processes, ensuring seamless procurement and financial workflows.

Proficiency in leveraging Enterprise Resource Planning (ERP) systems, preferably Oracle or comparable platforms, to manage supply chain operations.

Advanced knowledge of supply chain management disciplines, including but not limited to: contract administration and negotiation, development and execution of material and service procurement strategies; supply chain project planning, coordination, and tracking; sourcing, inventory optimization, purchasing, and overall inventory management.

Advanced ability to navigate, analyze, and interpret large data sets with attention to detail and accuracy.

Supervisory, leadership, and coaching skills and abilities.

Analytical skills with ability to synthesize information to develop a working solution.

Other

Possess and maintain a valid driver's license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Regular and prompt attendance is required.

Able to work in excess of 40 hours per week, both scheduled and/or unscheduled.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

EEO Category	1	FLSA Exemption	Executive
FLSA Exemption Justification	Primary duty is of management of department, directs at least two other employees, and has the requisite authority to change the status of other employees.		

COMPETENCIES

The following competencies describe the required knowledge, skills, and behaviors that contribute to employee performance and organizational success. Please contact the Department of Organizational Development for definitions of each competency.

Core

- Technical Competency
- Respect and Dignity
- Accountability
- Integrity
- Trustworthiness
- Servant Leadership
- Safety

Technical

- Communication
- Decision Making
- Flexibility
- Initiative
- Problem Solving
- Quality
- Team-Oriented
- Technology Acumen

Supervisor

- Conflict Resolution
- Emotional Intelligence
- Empowering Others
- Hiring/Staffing
- Informing
- Performance Management
- Planning

Manager

- Analytical Thinking
- Change Management
- Conceptual Thinking
- Execution
- Financial Acumen
- Fostering Innovation
- Managerial Courage

PHYSICAL AND MENTAL REQUIREMENTS SHEET

This outline is not all inclusive but rather serves as a general overview regarding the physical and mental activities required to perform the job.

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

Occasional (0-33% of the workday); Frequent (34-66%); Constant (67-100%)

Task/Exposure	O	F	C
Standing		X	
Walking		X	
Sitting		X	
Climbing	X		
Crouching	X		
Twisting	X		
Reaching above	X		
Heights over 4 ft	X		
Confined spaces	X		
Variable weather	X		
Cold	X		
Heat	X		
Noise over 85 decibels	X		
Dust/Dirt	X		
Ionizing radiation			
Chemicals	X		
Repetitive - Wrist			X
Repetitive - Elbow			X
Other:			

Task/Exposure	O	F	C
Lifting/Lowering			
<10 pounds	X		
11-30 pounds	X		
31-50 pounds	X		
Carrying			
<10 pounds	X		
11-30 pounds	X		
31-50 pounds	X		
Pushing			
<10 pounds	X		
11-30 pounds	X		
31-50 pounds	X		
51-75 pounds	X		
>75 pounds	X		
Pulling			
<10 pounds	X		
11-30 pounds	X		
31-50 pounds	X		

Comments:

For the following, indicate if essential to the position:

Mental Requirements	
Works alone	X
Repetition	X

Audio/Visual	
Hearing/Corrected Hearing	X
Color discrimination	

Required Examinations			
Physical Capacity Profile (PCP)		Audiogram	X
Level 2	X	Chest X-Ray	
Level 3		Spirometry	
Level 4		Color	
Level 5		DOT Physical	

A physical may be substituted for a PCP if it is not available.