



Position Title Supply Chain Associate

Company Frontier Natural Gas

Location Elkin, NC

Department Construction

Posting Date 9/27/21 Posting Expiration Date 10/4/21

### **PRIMARY FUNCTION**

The Supply Chain Associate supports the field work force that installs and puts into service pipeline projects and systems. The Supply Chain Associate works with the Operations and Construction Managers. The Supply Chain Associate leads by example and demonstrates an invaluable work ethic for safe, reliable, cost effective service to all the Company's customers.

This position's responsibilities include, but are not limited to the following:

- Maintain appropriate inventory levels for all materials with an emphasis on items used daily. Adjusting maximum and minimum quantities to match workload requirements.
- Responsible for quarterly physical inventory counts at each warehouse location.
- Implement procedures to assist crews with their accountable for inventory removed from warehouses.
- Work directly with vendors and communicate information regarding product availability and cost increases.
- Assist with inventory tracking to ensure material costs are distributed toward the appropriate jobs and cost centers.
- Purchase Inventory as needed. Obtain 3 quotes whenever possible and present to GM for approval.
- Create PO's for Material purchases.
- Obtain appropriate approval for material purchases.
- Maintain License plates on trailers, trucks and equipment.
- Keep copies of important keys to equipment, fences and buildings.
- Track non-inventory supplies and re-order as necessary.
- React to all concerns of customers quickly with a sense of importance.
- Organize inventory.
- Ensure Store and Shop security by checking doors and alarms during closing shifts.
- Maintain the appearance of warehouse.
- General maintenance of office and yard.
- Loading/Unloading material with the use of forklift.
- Accounts payable duties including invoice processing and payment & new vendor setup



## **QUALIFICATIONS**

A college degree is not required for this position; however, college level coursework in industrial disciplines is desired. A High School diploma is required to be eligible, with twelfth grade level reading comprehension, writing, and basic math skills are necessary. The ability to clearly communicate complex ideas verbally and in writing is crucial for ease of understanding between customers, authorities, and fellow employees. A commercial motor vehicle license and basic Microsoft Office computer skills is desirable.

## **COMPETENCIES**

Expertise in customer relations and business etiquette—written and in person is essential to effectively working with customers and suppliers, both internal and external, and local agencies.

**Safety Sensitive Position:**

This is a safety-sensitive position and as such is subject to random drug testing as required by the Department of Transportation (D.O.T.).

Must be familiar with or able to learn SAP Computer Software

## **WORKING CONDITIONS**

**Physical Demands:**

Duties involve medium lifting and carrying objects weighing up to fifty pounds. The individual must be available for emergency call-outs and able to work extended hours. Some part of the workday is spent outdoors; therefore, this individual is exposed to (and must have tolerance for) extremes of heat, cold, noise, and dust. Exposure to construction equipment and normal driving hazards is encountered regularly.

**Application Process:**

Internal candidates should complete the internal posting form and send the form to Annmarie Vincent, Human Resource Manager by the posting expiration date. Please include a resume if applicable.