Title: Supply Chain Manager  
Reference: OP/2015/010

Job Responsibilities

STRATEGIC

- Assist in the formulation of strategy, annual business plan / budget, policies and procedures of the Supply Chain Department.
- Plan, lead and organize the activities of the Section to ensure that the section’s plans, procedures and programs are met through the optimization and efficient utilization of available resources and that staff are motivated, developed, trained to realize potential and make significant contributions.
- Lead the formulation of strategy, annual business plan / budget, policies and procedures of the Polymers Section to support organizational business strategy.
- Create and evaluate Key Performance Indicators (KPIs) for performance monitoring for the entire Section and monitor their achievements on a regular basis.
- Build and maintain strong and effective relationship with all other related units to achieve the Section’s goals / objectives.
- Design models for use in evaluating logistics programs or services
- Be a leading partner in developing Warehouses strategies and the proper strategy implementation into the organization and its IT systems
- Plan or implement improvements to internal or external logistics systems or processes

OPERATIONAL

- Manage all aspects of shipping activities for Muntajat marketed product (containerized), liaising with all concerned parties, including Producers, feeder operators, shipping lines, transporters and 3PLs to ensure smooth workflow.
- Lead freight negotiations with shipping lines/land transport companies as required.
- Lead negotiations with warehouse operators and maintain relationship.
- Liaise with Marketing & Sales Department as necessary regarding quality/quantity of delivered product, monitoring customer complaints related to delivery of product to ensure speedy resolution.
- Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping
- Review global, national, or regional transportation or logistics reports for ways to improve efficiency or minimize the environmental impact of logistics activities
- Monitor and control all costs related to supply chain activities to keep them at the lowest possible rates in line with the defined policy.
Responsible for managing the risk of supply chain and distribution activities of Muntajat and its partners.
Maintain and implement SOPs, Quality and HSSE systems in the supply chain department.
Manage documentation flow matches desired product flow to ensure no disruptions to logistics operations.
Manage polymers Producers logistics and supply chain operational interfaces.
Responsible for implementing continuous improvement of the supply chain and logistics activities of Muntajat.
Lead the negotiation teams for long term procurement of logistics services.
Manage setting up of new supply chains and optimizing Muntajat’s supply chains.
Participate in Supply Chain working groups with Producers.
Responsible for the Supply Chain department budget and costs.
Responsible for ensuring training of Muntajat supply chain personnel.
Approve all relevant claims in line with delegated approval authority.
Keep up to date with latest Supply Chain and logistics trends and developments.
Keep current with latest laws and regulatory requirements, changing trends and stay abreast current of leading practices related to Polymers.
Prepare reports related to Polymers.
Assist the Director – Supply Chain in implementing system of KPIs and measuring performance for the supply chain department.
Perform any other tasks as directed by the Director – Supply Chain.

PEOPLE MANAGEMENT
Support and develop subordinates in achieving their performance target and provide guidance in managing performance by providing appropriate feedback, mentoring and counseling.
Conduct performance reviews and manage overtime to ensure efficiency, nominate for training as per Muntajat guidelines.
Approve regular vacation scheduling, business leave and emergency leave of subordinates in accordance with the Human Resources policies and procedures.
Work together with the Director – Supply chain with development plans for section Staff and Qatari Developees.
Manage Qatari Developees to progress to senior position after Developee program.

HSSE / RC14001 Management
Comply with all health, safety and environmental & security standards and procedures of Muntajat.
Supports all the initiatives on health, safety, security and environment issues and works to solve problems and make continuous improvements to maintain a safe and healthy work environment.
Education and Experience

- Bachelor’s degree from a recognized university.
- Certification in Supply Chain Management preferred.
- Master Degree in Science / Engineering preferred.
- 10 – 12 years operational experience in polymer supply chain with large organization/s including a minimum of 5 years on management experience.
- Detailed working knowledge of end to end supply chain processes in polymer industry (Including knowledge of packaged goods) a must.
- Working knowledge in shipping, land transport and warehousing operations and associated documentation, Sales & operational planning, inventory management, regulatory requirements a must.

Note: Title and reference number should be on the subject of your email to recruitment@muntajat.qa.