



# Prototype & Production

SYSTEMS INCORPORATED

## JOB TITLE

**Supply Chain Specialist**

## LOCATION

**Minneapolis, Minnesota**

## DESCRIPTION

### **Opportunity:**

The Supply Chain Specialist is responsible for the support of administration of our purchasing team ensuring the accurate and timely ordering of all the parts required to build our DICE industrial inkjet printers. As a key member of the purchasing team, the Specialist works with the engineering and design teams to develop parts lists for production. The Specialist develops timelines for purchasing and receiving parts with our production team and then purchases the parts from our preferred vendors lists. The Specialist coordinates with our vendors to ensure the timely delivery of all parts vital to hitting our production milestones. Additionally, the Specialist assists the support team in the purchasing of parts for existing customers. As a key part of a small team, this individual will have direct influence on the success of projects that are core to the business. Successful candidates will thrive on the recognition this provides.

### **Duties will include:**

- Interface with designers, engineers, and project managers to fulfill project timelines
- Work with shipping and accounting personnel to keep detailed records of transactions
- Assist support team by managing commonly used spare part items and other inventory
- Follow up on all shipments (especially delayed/backordered) from vendors to maintain strong grasp of the status of a high number of moving parts
- Keep everyone involved on projects up to speed on delivery dates
- Be a reliable source of information to coworkers with excellent communication skills

## POSITION

## REQUIREMENTS

### **Education/Experience:**

- Associate's or Bachelor's Degree in Accounting, Business, Economics, or similar preferred

### **Candidate Qualities:**

- Demonstrates excellent productivity with or without supervision
- Shows strong ownership and accountability for their work, highly driven/motivated
- Ability to communicate effectively both verbally and in writing to team and vendors
- Fast learner, able to keep up with the fast paced environment of a small company

### **Required Skills/Experience:**

- Experience with supply chain activities, with an understanding of lead times and project life cycles to meet deadlines
- Experience working with a multidisciplinary team with variety of working styles
- Experience operating within SOPs, methods, processes, and best practices
- High attention to detail, organized information management, dependable work results

### **Preferred Skills/Experience:**

- Proficient with QuickBooks accounting software, Google apps suite
- Ambitious for additional responsibilities, drive to learn new skills
- Capable of working remotely if needed



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## ABOUT THE ORGANIZATION

PPSI has been in business as a custom automation solution since 1991, primarily working on highly custom and technical machines for companies like 3M and Siemens. Recently, PPSI has seen a large demand for high speed digital inkjet printing systems. PPSI is responding to this market demand by switching from building primarily one-off custom machines to more standard products with less custom design. Because PPSI is a small company that is growing quickly, there are opportunities to make a large impact from day one, with the ability to modify your work to focus on your passion.

### Benefits of Choosing PPSI.

- Close proximity to uptown/downtown Minneapolis
- Fun and inviting company culture
- Full health benefits including dental
- Fully vested 401k matching program
- Competitive market wages
- Opportunity to work on the world's finest digital inkjet printers and other cutting edge custom automation equipment