

Perform Air International Inc.
Section VI - Attachments
Att.58.02 - Job Description

Revision	Revision Date	Revision Change
N/I	01/31/19	Initial Release/Re-release
1	10/06/23	Revision title, Division and Dept.
2	09/26/24	Revision to Qualifications

Position Title: Executive Vice President of Supply Chain Management

Grade Level: 11-3071-26

Exemption Status: Exempt

Department: Supply Chain Management

Division Manager: Executive Vice President of Supply Chain Management

Department Manager: Executive Vice President of Supply Chain Management

Immediate Supervisor: President

Duties, Responsibilities and Authority:

This position is responsible for and has authority over all activity of the Purchasing, Materials Control and Materials Handling personnel. It is the responsibility of this position to analyze business conditions to determine present and future needs for supplies and direct material. This position has the authority to ensure a controlled inventory, and to negotiate with vendors to ensure the best value for the company.

It is the requirement of this position to develop and maintain relationships with those vendors, who have significant impact on our products, and to ensure all Purchasing, Materials Control and Materials Handling personnel conduct business with the highest level of integrity.

This position is responsible for maintaining and controlling an accurate inventory of direct material, supplies, and rotatable components, and ensuring all data entry is accurate and current at all times. The Executive Vice President of Supply Chain Management is responsible for ensuring the inventory turn, fill rate, and product turn time requirements set forth in the company goals and objectives.

The President may assign additional responsibilities to this position at any time.

This position may require travel and is at the discretion of the President.

Qualifications:

Education: *BA or BS or High School completion plus one of the following Experience or Training requirements fulfilled.*

Experience: *Five years management experience with responsibility in a Purchasing or Materials Control position.*

Training: *Two years in-house employment, and documented training records of at least 100 hours.*