

<b>IDENTIFICATION</b>	
<b>Job Title</b>	Supply Chain Administrator
<b>Job Number</b>	
<b>FLSA</b>	Exempt
<b>Family Title</b>	GRM – Group Management
<b>Effective Date</b>	March 6 2016
<b>Manager Title</b>	Director, Supply Chain Management
<b>Status (Revised)</b>	Revision – A - 033016
<b>Performance Standards and Expectations</b>	
<p>The Supply Chain Administrator will support the development and production facilities of Terma located in the US and Denmark. Your tasks will include purchase order placement and subcontract management in support of the Terma US and Denmark based procurement teams. You will be responsible for the scheduled performance to PO need dates of US based suppliers: from PO placement - to point of delivery - to a facility in Terma US or Terma Denmark. This will involve troubleshooting and the ability to avoid potential delivery issues. This position is located at Warner Robins, GA.</p>	
<b>Essential Job Tasks and Duties</b>	
<ul style="list-style-type: none"> <li>• Duties include cost/price analysis, negotiations, purchasing documentation, purchase order maintenance, and follow up.</li> <li>• Interface with functional organizations and supplier performance and management.</li> <li>• Support or lead the development of subcontract specifications, work statements, and terms and conditions for the procurement of specialized materials, custom engineered parts, equipment, and services.</li> <li>• Prepare bid packages, analyze and evaluate proposals, negotiate subcontract terms, price and schedule.</li> <li>• Reduce lead-times and establish frame order agreements, route awards, and administer resulting subcontracts.</li> <li>• Negotiate and coordinate additions, deletions, or modifications to subcontracts and participates with contracts administration and purchasing to develop subcontract policies and procedures.</li> </ul>	

## Other Job Functions

- Frequent travel will be required in order to meet with suppliers both domestic and international.

## Knowledge and Experience

### Desired Skills

- Excellent Communication Skills (verbal, written and presentation).
- Program or Project Management experience.
- Systems, Applications and Processes ERP experience.
- Ability to collaborate cross-functionally, build consensus, shape/influence opinion and articulate the future state.
- Self-motivated, ability to work in a team environment.
- Persistent and tenacious approach to problem solving.
- Demonstrated ability to work details and manage day to day challenges and tasks.
- General Production knowledge.
- Knowledge and execution experience of Production principals including subcontract management: Cost Analysis Experience • Supply Systems Experience • Contracting Experience • Cost contracting knowledge • Knowledgeable of Government Policies, Procedures, and Regulations • Strong negotiation skills • Knowledge of Truth in Negotiations Act(TINA) / Federal Acquisition Regulations (FAR) type fact-finding and analysis.
- Demonstrated mentoring skills and training experience.
- Multitasking skills required.

### Basic Qualifications

- Bachelor's or Master's degree from an accredited college or university with a preferred concentration in one of the following curriculum: supply chain, finance, or business. Prior Aviation experience a plus!
- Must hold or be able to acquire/maintain a U.S. Secret Security Clearance.
- 7+ years' experience in subcontract management including more than one of the following: issuing requests for proposal (RFP), analyzing bids, contract negotiation, supplier performance management and measurement including corrective action implementation, risk management.

### Work Environment and Physical Demands

- Standard Office environment
- Works in in-door heated and cooled environment.
- 50% of time spent sitting or standing.

- Operates a computer and other office productivity machinery, such as a calculator, and printer.

Ability to obtain a Security Clearance

### **Work Environment and Physical Demands**

Travel domestically and internationally as required.

Work is primarily performed in an office setting.

### **Compensation and Benefits:**

In addition to the stability and security you receive by working for a top-notch company, TNA offers you a comprehensive benefits package, including competitive salary, medical insurance, 401K, life insurance and a chance to start a great career with a young company.

### **About the company:**

Terma North America Inc., a subsidiary company of the leading Denmark based defense and aerospace company, Terma A/S, has offices in Washington DC, Virginia, Texas, and Georgia.

Terma A/S is headquartered in Lystrup, Denmark and maintains subsidiary facilities and operations in numerous global locations.

Additional information about Terma is available at [www.terma.com](http://www.terma.com).