



## Job Description | Supply Chain Specialist

### Position Overview

Aptos Solar Technology is a leading supplier of advanced solar technology, and currently seeking a Supply Chain Specialist to identify and procure the appropriate amount of materials for order fulfillment. Reporting directly to the CFO, the Supply Chain Specialist will play a critical role in implementing and maintaining procurement infrastructures and overseeing the delivery of final product to customers.

### Responsibilities

- Procure materials for order fulfillment based upon sales forecasts
- Coordinate shipment of the final product
- Negotiate pricing and shipment terms with vendors
- Oversee the timely delivery of materials needed to fulfill customer orders
- Implement quality auditing of suppliers
- Ensure compliance with company policies and procedures
- Assess and manage inventory
- Understand and execute all Supply Chain activities such as stock take, physical inventory count, inventory accuracy in allocation and consumption, material demand, sales order entry, and purchase order entry

### Qualifications & Skills

- Bachelor's degree in supply chain management or related field
- Minimum of 2 years' experience in supply chain, procurement, or logistics role
- Proficient in Microsoft Word, Excel, and Outlook