

# TENSILITY

## **Job Description: Supply Chain - Mexico**

Date: April 8, 2022

### **Summary**

Tensility designs and sources cable assemblies and components to support customers from conception through production. Our focus is to connect customers to information and products through first class, efficient, customer-centric systems.

Supply chain management is crucial to ensure all primary processes are operating efficiently. Though this role has specific tasks, the primary focus is to connect customer satisfaction to all aspects of procuring product. The person in this role must be detail-oriented and have a sense of urgency, since most of the tasks flow directly into customer communication and customer satisfaction.

This job is in Bucerias, Nayarit. It is not a remote-work position.

### **Tasks include:**

1. Purchasing
  - a. Processes orders, generates appropriate paperwork, and follows-up on all processes.
  - b. Consolidates and places orders to vendors.
  - c. Processes vendor invoices.
  - d. Keeps ERP system current and accurate.
2. Distribution
  - a. Keeps track of all orders, from start to completion, and communicates information to customers, including delivery dates and shipping notifications.
  - b. Processes invoices and payables related to distributors.
  - c. Customer service back-up.
3. Supply chain
  - a. Provides weekly shipping schedules and updates to vendors.
  - b. Coordinates drop shipments, sea shipments, and consolidation.
  - c. Responsible for all customs requirements and certifications.
  - d. Assists sales with shipping quotes and strategies.
  - e. Manages processes of distribution, inventory, and stocking.
  - f. Manages other supply chain issues.
4. Other
  - a. Employee may at time be asked to participate in other activities and functions that contribute to the

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company as a whole, including: answering phones, preparing shipments, marketing efforts, and assisting quality control.

- b. Other activities which may be special skills of employee may become part of permanent job description.

## **Knowledge and Skills Requirements**

- Bachelor's degree in business, supply chain, or similar.
- Detail-oriented & numbers-oriented.
- Ability to work in an entrepreneurial and changing environment.
- Fluent in English and Spanish.

## **Beneficial Skills**

- Knowledge of SAP Business One
- Knowledge of logistics, customs requirements, and/or supply chain management.

## **Other**

- Maintain a professional appearance.
- Able to work in a team atmosphere as well as do independent work.
- Flexibility; ability to work in a changing or uncertain environment.
- Desire to learn and push personal limitations.
- Ability and/or desire to promote Tensility brand.

## **Working Conditions**

Working conditions are normal for a professional office environment. Travel between offices will be required occasionally.