



Surfacing  
Change

## SUPPLY CHAIN PLANNING DIRECTOR

MCCOOK, IL – CORPORATE HEADQUARTERS

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more.

Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

GPA is currently seeking a full-time Shipping/Receiving Manager for our Chicago Distribution Center.

### **Primary Function:**

- Direct and manage all procurement planning and purchasing activity within GPA to ensure successful execution based on projected forecasts, and the analysis of related data.
- Manage overall product inventory levels in a manner consistent with both a high level of customer service and the company's financial plan.
- Represent GPA in a professional manner while interacting with GPA employees, customers, and outside suppliers in "Delivering a Superior Product"

### **Essential Job Functions:**

- Establish location and product group specific inventory targets, consistent with the overall sales forecast, financial budget and working capital plans. Inventory targets should be forward looking and anticipate the projected level of sales at a product group level.
- Implement, monitor and refine repeatable purchasing procedures, through the use of various system reports to ensure the most accurate and efficient management and replenishment of inventory possible.
- Deploy procurement strategies which enhance GPA's timely access to product while maintaining a lean inventory.
- Create and maintain a process of setting re-order levels in order to reduce excess inventory while continuing to maintain service goals.
- Foster a competitive purchasing environment by continuously evaluating the capabilities and cost-effectiveness of new and/or alternative suppliers.
- Conduct analysis of purchasing activities to ensure timely procurement of product.
- Consistently assess the performance of suppliers to maintain reliable quality while ensuring products are purchased at an overall cost at, or below, competitive market rates.
- Design and execute changes to Purchasing procedures which strengthen the accuracy, reliability and effectiveness of overall operations.
- Collaborate with Purchasing Supervisor to create monthly demand and production planning based on ongoing customer demand
- Create inventory forecasts based on sales history and sales projections
- Regularly update Inventory, Purchasing, and Demand spreadsheet so management can see inventory levels, purchasing plan and forecasting on a weekly basis
- Oversee the cycle count program, initiate investigations when discrepancies and material variances are found.



- Conduct analysis of all returned claims material, develop and implement a quality claim process, and find commonalities in quality to facilitate a resolution with suppliers.
- Provide direction and leadership to the Purchasing department. Establish metric-based performance objectives for each member of the department and track progress towards achievement of both individual and team goals. · Develop, monitor and deliver performance metrics for suppliers in order to maintain reliable delivery performance, product quality, and customer service.
- Develop, execute and oversee the reporting of production and fill backorder by virtue of the Production Scheduler. Investigate any related discrepancies and serve as backup for reporting.
- Collaborate with the Operations Management Team, particularly the Chicago Operations, to ensure effective coordination between Purchasing, Warehouse, Distribution, and Treatment Center activities.
- Develop and implement a fourth quarter inventory and procurement plan responsive to seasonal requirements of key customers.
- Actively contribute in department meetings.
- Manage all system related adjustments to control production related inventory and maintain system accuracy by monitoring product locations, quantity, costs, treatment value, etc.
- Direct, coach, train, and provide feedback to direct reports inclusive of one-on-one meetings, situational coaching, seeking opportunities to provide informal but consistent feedback, scheduling skills or responsibility related training sessions, and administering a formal Performance Review annually.

#### **Position Requirements:**

- Education: Bachelor's degree required; Masters and/or professional certification preferred
- 5+ years of experience managing purchasing and inventory management functions at a companywide level; preferably within a nationwide distribution environment
- Paper or Printing industry experience preferred, but not required.
- Must be proficient in Microsoft Office and Outlook, Advanced Excel skills is a must
- Ability to manage a professional, salaried staff in a manner which achieves a strong team environment, characterized by cooperative pursuit of commonly held goals and objectives.
- Ability to coach team members in a manner which strengthens their individual performance while enhancing the overall performance of the group.
- Ability to develop alternative solutions and support recommendations with fact-based analysis
- Ability to apply quantitative analysis to support recommendations and decision making.
- Willingness to take initiative and work "hands on", to solve problems / capture opportunities
- Ability to adjust priorities, reallocate resources and redirect efforts in response to the common daily and weekly challenges that arise within a market responsive operational environment.
- Must be able to work independently generate ideas to successfully execute process improvements.
- Should possess a strong Customer Service attitude both to internal and external customers.
- Must be able to work well under pressure; ability to multi-task and operate successfully in a fast-paced environment.
- Ability to work in a manner consistent with a strong team-oriented environment, characterized by commonly held goals and objectives.
- Effective communication skills, both verbal and written, and the ability to achieve goals by working effectively with the other functional teams within the company.
- Must possess a strong sense of urgency and ability to use time effectively.



- Must possess highly effective organizational skills.
- Must be strongly process oriented.

Exceptional Attention to detail  
We do not offer relocation

EEO Employer

All post-offer candidates will be subject to the successful completion and passing of a pre-employment background check and drug screen before they can begin employment.

We use E-Verify