Sr. Project Mgr. - Supply Chain (Buffalo/Santa Ana/IM Distribution Center)

**Tracking Code**

5739-284

**Job Description**

Ingram Micro is the world’s largest wholesale technology distributor and a global leader in IT supply-chain and mobile device lifecycle services. As a vital link in the technology value chain, Ingram Micro creates sales and profitability opportunities for vendors and resellers through unique marketing programs, outsourced logistics and mobile solutions, technical support, financial services and product aggregation and distribution. The company is the only global broad-based IT distributor, serving approximately 170 countries on six continents with the world’s most comprehensive portfolio of IT products and services. Visit IngramMicro.com.

**I.        SUMMARY**

The role of the Sr. Project Manager is to lead the most complex, strategic projects and to assume a primary role in the execution of large scale operational initiatives on behalf of the Supply Chain Operations organization. The role will serve as a liaison between the Operations and IT teams during the development and testing of new systems, facilities, equipment, and processes. Responsibilities include requirements gathering, process design, WMS configuration/customization, customer on-boarding, development of reporting, and employee training.

The leadership of these complex, strategic projects will include:

* Development of the project plan based on client’s requirements
* Organization of the matrix project team
* Design of the project metrics and reporting
* Communication of the project status to multiple levels of multiple organizations on a regular basis
* Development and training of the project team
* Assessment of the results relative to the original expectations

**II.    ESSENTIAL FUNCTIONS**

1. Major Essential Functions
* Assist in design, development, and setup of new facilities.
* Identify system changes to support warehouse operational process and requirements.
* Ensure the functional design and software meet operational requirements.
* Confirm that operational data is valid, including configuration and conversion.
* Ensure WMS configuration and customization meets operational requirements.
* Assist in the capture and ‘cleansing’ of essential data elements and the subsequent developing of custom reporting.
* Assist in executing the training plan and content, including customization of documentation/job aids and self-paced learning modules as required.
* Ensure cross functional development and assist engineering in the implementation of automation technology solutions.
* Prioritize and manage several major tasks simultaneously.
* Develop and maintain data analysis tools that identify and report trends of interest to Operations
* Effectively collaborate with other areas for problem resolution and improvements to processes
* Maintains a professional, helpful attitude in dealings with co-workers, supervisors and their departmental personnel at all times
* Demonstrates Ingram Micro’s values:  Innovation, Accountability, Inetgrity, Teamwork and Respect, and Social Responsibility

1. Minor Essential Functions
* Perform ad hoc reporting needs as requested by upper management
* Knowledgeable of other areas of Operations to understand how all departments function
* Responsible for additional tasks as assigned to meet or exceed the expectations of customers and or Ingram Micro management based on our fluid business needs

**Required Skills**

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| SKILLS/EXPERIENCE |
| Bachelor of Science or Administration degree in Supply Chain, Accounting or Business Administration or equivalent |
| 7 plus years prior experience in high volume specialized distribution |
| APICS |
| Strong communication skills, both written and verbal. |
| Pre-employment drug screen |
| Strong MS Office Suite skills (Word, PowerPoint and especially Excel and Access). |

**Required Experience**

**PREFERRED COMPETENCIES**

* Uses intuition and experience to improve business systems and processes.
* Must identify and resolve problems in a timely manner.
* Gathers and analyzes information skillfully and develop alternative solutions.
* Works well in group problem solving situations.
* Manages conflict.
* Solicits customer feedback to improve service.
* Responds to requests for service and assistance.
* Meets commitments.
* Gives and welcomes balanced feedback.
* Contributes to building a positive team and puts success of team above own interest.
* Understands business implications of decision.
* Displays orientation to profitability.
* Demonstrates knowledge of market and competition.
* Demonstrated ability of managing cost performance, supply/demand forecasting and distribution execution with short life cycle – slim profit margin products.
* Capacity to build internal and external relationships. Ability to transform current business model into a supply chain.
* Demonstrated experience in creating and upgrading supply chain function in an organization of similar size and scope.
* Ability to establish credibility across the organization and engage others to ensure the most effective supply chain solutions.
* Flexibility to seek and incorporate input from varied business partners – solid track record for managing and developing a team.
* Experience in integrating leaner business processes with supply chain technologies such as WMS.

**Job Location**

Santa Ana, California, United States

**Position Type**

Full-Time/Regular