

## Operations Management COP Supply Chain Task Team Position Description

*Updated on 5 January 2012*

### Operations Management Overview:

Operations Management Community of Practice (COP) aims to cover and review all areas of operations management including the integrated process flow from the supply of raw materials to final product distribution. The goal of the Operations Management is to discuss and better understand how a complex pharmaceutical manufacturing plant can work more efficiently to increase productivity.

### Position Purpose and Objectives:

The Purpose of the Supply Chain Task Team is to discuss, better understand, and analyze the main topics addressed to manufacturing planning and logistics.

**Appointed by:** Operations Management COP Steering Committee

### Responsibilities of this Position:

The Supply Chain Task Team will be responsible for developing the topics identified by the Steering Committee, such as: sales & operations planning, capacity optimization, contract manufacturing, purchasing, inventory management, distribution, traceability and counterfeiting.

### Skills/Experience Requirements for this Position:

- Supply chain management experience
- Experience in Contract manufacturing
- Skilled in traceability and counterfeiting
- Works with or has worked with ERP projects for supply chain development
- Works with or has worked with material planning re-organization for lean manufacturing projects

**Length of Service:** 1 Year Additional Details (optional):

**Time Commitment:** Approximate hours per month: 2-4 hours

Work will be  intermittent  regular  regular with peaks requiring additional effort.

### Meeting Schedule:

Monthly teleconferences. Approximate once weekly calls to individuals to discuss activities, get feedback, etc.

### Attendance Requirement:

Possible attendance at a Board Meeting (in person, or virtually) to demo the system and get feedback.

### **Volunteer Expectations**

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| ✓ <i>Actively participate in meetings</i>                              | ✓ <i>Respond to communications in a timely manner</i>           |
| ✓ <i>Read materials and come prepared to each meeting</i>              | ✓ <i>Develop a good relationship with Staff</i>                 |
| ✓ <i>Listen to people and ideas</i>                                    | ✓ <i>Respect confidentiality</i>                                |
| ✓ <i>Become knowledgeable of the Society's policies and procedures</i> | ✓ <i>Fully support all decisions of the Board and Committee</i> |
| ✓ <i>Complete assignments on time</i>                                  | ✓ <i>Always act in the best interests of ISPE</i>               |

If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>