Sample Job Description
Operational Excellence Specialist
Global Supply Chain Team / GHSC-PSM Project / Arlington, VA

General Summary:
The Operational Excellence Specialist supports the Supply Chain Optimization and Excellence Team of the GHSC-PSM project to drive efficiencies across the entire supply chain process, from procurement to payment. We are looking for individuals who have a passion for making a difference in the lives of people around the world.

Responsibilities include:
- Analyze and benchmark various supply chain processes
- Ensure that supply chain processes are accurately mapped
- Identify process inefficiencies across the supply chain
- Analyze system deficiencies and recommend changes for improved performance
- Create dashboards and reports that depict GHSC-PSM supply chain performance
- Develop tools that support existing and/or new processes
- Develop SOPs and work instructions for new and/or improved processes
- Develop training material and assist with training where required
- Research industry standards and best practices for various supply chain processes
- Perform other duties and responsibilities as required

Qualifications:
- Bachelor’s Degree, preferably in supply chain or business-related field
- Minimum of 3 years of experience in process improvement and/or operations management
- Experience working with USAID projects and/or other international organizations working on public health related projects preferred
- Advanced knowledge and ability to analyze and synthesize data across multiple data sources
- Proven application of analytical and critical reasoning skills
- Excellent communication and facilitation skills, one-on-one and in groups
- Must be highly organized self-starter and proficient in use of PC/MS office suite (specifically in MS Excel and/or MS Access) or data tabulation software
- Understanding of end-to-end Supply Chain Management processes and functions
- Ability to link and articulate process change to multiple levels within the organization as well as customer groups
- Ability to manage projects
- Ability to understand integration of complex business applications with demonstrable project/customer focused accomplishments
- Ability to analyze and effectively communicate technical and business impacts
- Ability to travel and work abroad in less developed countries for at least 4 to 8 weeks a year
- Ability to manage process improvement projects across its lifecycle
- Demonstrated leadership, versatility and integrity

Please note, the above is a sample position description with indicative responsibilities and qualifications and is subject to change. Qualified individuals who are interested in an open position will need to formally apply when a vacancy is announced in order to be considered by Chemonics. Individuals should refer to the position description within the vacancy announcement at that time.