



Career Opportunities

KNOXVILLE UTILITIES BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

KUB EMPLOYMENT OPPORTUNITY Supply Chain Analyst – Extended Vacancy #17220

Posting Date: 04/06/2018
Closing Date: 05/04/2018
Position Type: Regular/Full-Time

Pay Plan: Admin B
Pay Grade: 8, 10
Pay Range: \$42,400.00 - \$77,000.00

Job Information

Job Classification: Business Management Analyst
Department: 026 Procurement
Work Location: 4505 Middlebrook Pike
Work Schedule: 40+ hours / week: M - F

Work Description: This position uses analytical methods and a variety of tools to understand, predict, and/or control inventory related operations and processes. Position is responsible for managing data, analyzing performance, identifying problems, and developing recommendations that support inventory management. Solves problems by considering courses of action within the framework of management's goals and direction. Completes all tasks in expected timeframes. Also responsible for inventory budget development and tracking, including in-depth analysis of history and trends to provide cost estimates, forecasts, and cost models. Must be a self-starter, detail oriented, able to support multiple projects and/or inventory business functions, possess excellent communication skills, work well with a team, interact with multiple levels and functions within the organization, and able to manage vendor/business relationships. Manages inventory optimization to target inventory levels and works with stakeholders to develop those targets. Monitors slow and non-moving inventory and recommends action plans. Develops metrics and reports. Performs data management through a combination of data mining, data modeling, data analysis, cost/benefit analysis, and/or problem analysis, while executing day to day processes related to area of responsibility. This position also requires the creation of ad-hoc database queries and reports for statistical analysis, and assisting with financial analysis for business justification. Requires flexibility in performing daily tasks and accepting additional duties as needed. May provide support to other departments within KUB.

Note: For more specific information regarding this position, please contact Human Resources.

Minimum Qualifications

- Bachelor's degree in Supply Chain Management, Logistics, Industrial Engineering, Accounting, Finance, Math, Computer Science or Operations Management
- One (1) to two (2) years of experience in a related field
- Strong IT, analytical, interpersonal, and project management skills
- Effective written and verbal communication skills
- Proficiency with computer software, including MS Office products (Access, Excel, Word, etc.) or other software applications such as Microsoft Outlook, as well as strong data mining, query, and reporting skills
- Demonstrated ability to independently handle multiple tasks and assignments in a timely manner
- Valid driver's license

Physical Demands: Sedentary Work - Exerting up to 10 pounds of force occasionally, and / or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

Note: The physical demands described above are intended to relate the approximate physical demands of the classification. Physical demands for a specific position within this classification may vary and/ or exceed those demands described above. Additional information regarding specific positions is available in Human Resources.

Preferred Qualifications

- Two or more years of experience using PeopleSoft or Maximo inventory modules
- Direct Supply Chain budgeting experience
- Experience with inventory software conversions
- Experience with RFID and/or bar coding technology
- Two or more years of experience in utility industry

Selection Process

(Subject to change)

Phase 1	Submit online application at www.kub.org
Phase 2	Experience, training and education evaluation
Phase 3	Interview with department representatives
Phase 4	Written, performance and behavioral exercises
Phase 5	Background investigation
Phase 6	Physical assessment

If special accommodations are needed at any phases of the selection process, please notify Human Resources in advance.

NOTES

Only candidates submitting a completed KUB application and completing each component of the selection process will be considered for KUB positions. KUB does not accept unsolicited applications. Completed applications are only considered for advertised vacancies. Please, no third-party inquiries. Due to the volume of applications and resumes we receive, only applicants invited to interview will be contacted.

Applicants should apply on all positions of interest. KUB reserves the right to consider applications for additional vacancies in the same classification within 120 days of the original posting, after which time, applicants must reapply to be considered for any openings. It is the applicant's responsibility to provide correct and updated contact information to KUB during the active period of the application. If KUB is unable to contact the applicant because the information on the application is no longer correct, the application will be considered inactive and the applicant no longer eligible for employment.