



Supply Chain Business Analyst

Type: Full-time
Reports To: Director, Logistics and Supply Chain
Location: Manilla, Philippines

Job Description and Responsibilities

Looking for a highly motivated Supply Chain Business Analyst with business intelligence or data analytics skills, and MS Excel model experience who enjoys working in a fast-paced tech environment. This position will support supply chain related activities (e.g. planning, purchasing, logistic) for a rapidly growing line of semiconductor products, build tools to provide data-driven info for e-staff members' decision making, and monitor the materials info and SCM metrics, directly coordinate with Suppliers (most in Asia) to ensure on time delivery.

Essential Duties and Responsibilities:

- Maturity and project management skills to work independently with supplier from planning, starting, monitoring the materials to following up on supply chain activities in coordination with Asia-based suppliers afterwards to ensure on time delivery.
- Develop Excel-based tools or other tools to monitor manufacturing and logistics status, and publish daily materials status online
- Create dashboards with business intelligence or data analytics skills and tools, e.g. advanced level of Excel, Power BI, Tableau, or other reporting related background. Need to know how to use such tools to consolidate materials status automatically from all suppliers we use into a dashboard, and publish that online
- Previous experience or quick learner on purchasing and logistics related activities when support is needed for the teams around the world.
- Other SCM related projects assigned by the manager

Required Skills and Experience

Must possess/demonstrate the following:

- 2+ years of working experience with a bachelor's degree in Supply Chain Management, Engineering, Business, Computer Science, or related fields
- Or graduated student with a Master's degree in Supply Chain Management, Engineering, Business, Computer Science, or related fields
- Must have advanced level of MS Excel skill to analyze data (Pivot Tables and Pivot Charts, VLookups, IF formulas, Data cleansing, VBA, ect.)
- Data visualization skills with Power BI or Tableau experience preferred
- Must have proven quantitative skills
- Must be a detailed-oriented professional
- Sense of urgency to meet internal and external requirements
- Knowledge of supply chain in a manufacturing environment is a plus
- Experience in electronics or semiconductor industry is a plus

Working Environment:

- Assignment Complexity – Uses professional concepts and critical thinking skills to solve complex problems requiring creative solutions and an in-depth evaluation of various factors.
- Accountability – Works without appreciable direction and exercises considerable latitude in selecting methods, techniques and evaluation criteria.
- Working Relationships –Must be a team player working as a facilitator with Engineering, Sales, Marketing, and Accounting, Interfaces comfortably with top management Leverage networks internally and externally.