



## City of Quitman Job Announcement Position: Supply Analysis

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The City of Quitman has an opening for a Supply Analysis and will be accepting applications until the position is filled. The position is newly created for the purpose of ensuring effective and efficient intake and outgoing product and service distributions.

An applicant must be able to perform the following:

### **Responsibilities**

- Analysis, collect, and interpret supply chain data
- Identify trends and bottlenecks
- Recommend improvements to increase efficiency

### **Duties**

- Monitor inventory, procurement, and distribution
- Assess and improve operations
- Manage supplier relationships

### **Qualifications**

- High school diploma
- Skilled in data processing of systems, applications and products (SAP)
- Must possess efficient organizational and communication skills
- Preferred skills in supply chain management
- Must possess a knowledge of being able to measure key performance indicators (KPIs)
- Possesses a problem-solving and strategic mindset

If you meet the above qualifications and feel that you can perform the responsibilities and duties of a **Supply Analyst**, you are encouraged to apply by picking up an application at City Hall, 100 West Screven Street, Quitman, Georgia or completing online through the City of Quitman webpage: [info@quitmanga.gov](mailto:info@quitmanga.gov).

*The City of Quitman is an equal opportunity employer.*