

## Supply Chain Manager

### About Cyclopure

Cyclopure is a materials science and environmental engineering firm headquartered in Evanston, IL. The company has developed a novel adsorbent (tradename DEXSORB®) with unique selectivity for the removal of PFAS from water supplies. DEXSORB is being commercialized for multiple PFAS-related uses, including (i) environmental testing, (ii) residential filtration, and (iii) large-scale treatment systems.

### About the role

The Supply Chain Manager is responsible for managing multiple production activities, delivery logistics, and inventory levels, implemented over the company's NetSuite ERP platform. This role is central to the coordination of DEXSORB media and Point-of-Entry (POE) Residential Filter product sales. The ideal candidate will bring a strong background in supply chain, shipping logistics, ERP management, order preparation, and cross-functional collaboration.

### What you'll do

#### Product Manufacture, Inventories, and Distribution

##### *DEXSORB Media*

- Coordinate distribution of DEXSORB media to customers from (i) Cyclopure toll manufacturer and (ii) Cyclopure Regeneration Hub.
- Coordinate spent media return to Cyclopure Regeneration Hub in Indiana.
- Monitor production activities at Regeneration Hub, including third-party PFAS waste destruction.
- Maintain inventory count of regenerated DEXSORB.
- Generate and report key production assumptions and internal metrics to monitor regeneration efficiencies.

##### *Purefast Home POE*

- Maintain work in progress and finished goods inventories in Evanston facility for Purefast Home POE filters at target levels to ensure product availability.
- Responsibility for shipment and fulfillment of Purefast Home POE filters.
- Coordinate return of spent Purefast Home POE filters to Cyclopure.

#### ERP Utilization for Production/Inventory Management

- Serve as lead for supply chain implementation on the Cyclopure ERP.
- Responsible for supply chain master data fields and the governance of all data related to product manufacture, bill of materials, inventory management, and transport logistics.
- Utilize ERP tools to prepare product quotes and materials purchase orders.

#### Materials Planning

- Determine required materials and generate purchase requisitions to support the production schedule and minimum safety stock levels for Cyclopure Purefast Home POE filters.
- Monitor Bills of Material and inventory accuracy.
- Identify and communicate gaps to minimize impact to production schedule.
- Collaborate with internal functions to forecast and plan the availability of direct and indirect materials.



### **Cross-functional Collaboration**

- Work closely with the Consumer Products, Engineering, Material QA/QC, Warehouse, and Finance to ensure an accurate and achievable production schedule and the availability of required materials.
- Provide technical support of ERP processes for supply chain and distribution of DEXSORB media and Purefast Home POE filters.
- Train others on ERP system use/best practices for supply chain management.
- Collaborate with Consumer Products and Engineering to arrange packing of Purefast Home PoE filters.

### **Qualifications**

- Bachelor's degree in Logistics/Supply Chain Management, Production Management or related field.
- 4+ years of experience in supply chain planning, purchasing, transport logistics, preferably in regulated manufacturing.
- Experienced user of NetSuite (or comparable) ERP platform.
- Familiarity with transport regulations for chemicals materials.
- Excellent communications skills, including report writing and documentation.

*The level of this position will be based on the final candidate's qualifications.*

**Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time without notice.**