

Position Description

POSITION TITLE: SUPPLY CHAIN WRITER

FUNCTIONAL AREA:

INCUMBENT'S NAME: NEW POSITION

MANAGER'S NAME: MARISA BROWN

Position Concept:

APQC is seeking a skilled writer with Supply Chain Management knowledge to produce APQC research content. This role is responsible for creating content items including benchmarks, best practices, white papers and case studies per APQC standards and requirements. Content pieces will be developed in support of member consumption and marketing requirements. The individual will work with APQC's research services, membership, and marketing departments to develop and deploy fact-based points of view and other deliverables.

Responsibilities:

- Writing APQC's supply chain management content
- Adhering to the supply chain publishing calendar
- Coordinating input and research activities across stakeholders and subject matter experts
- Identifying primary and secondary research requirements in order to publish fact-based, differentiated business insights
- Developing papers and slide decks that present compelling insights utilizing APQC's style guide and templates
- Delivering briefings to internal and external audiences

- Working with marketing and membership groups to deploy supply chain content internally and externally
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Qualifications:

- 2-3 years of professional writing experience
- Strong attention to detail
- At least 2-3 years of work in the supply chain area (preferred)
- College degree in relevant field (or equivalent work experience)
- Solid written and oral English
- Demonstrated research and analysis abilities
- Strong project management and relationship management skills
- Ability to understand business structure, improvement, and decision-making needs within large enterprises
- Ability to form solid opinions based on relevant information extracted from existing APQC research

Skill	Proficiency Level Required
Functional knowledge	Level 3
Strategic analysis	Level 3
Research capability	Level 2
Interview capability	Level 3
Quantitative and financial analytics	Level 3
Presentation/oral communication skills	Level 3
Writing skills	Level 5

Project management	Level 3
Teaming & leadership	Level 3
Relationship/stakeholder management	Level 3
<p>Definition of Proficiency Levels:</p> <p>Level 5 = Has comprehensive knowledge. Extensive and comprehensive experience.</p> <p>Level 4 = Has in-depth knowledge. Can perform without assistance. Repeated and successful experience.</p> <p>Level 3 = Has applied knowledge. Can perform with assistance. Has performed independently in routine situations.</p> <p>Level 2 = Limited ability to perform. Has general knowledge only. Very limited experience.</p> <p>Level 1 = Limited knowledge. No experience.</p> <p>Level 0 = No knowledge. No experience.</p>	