Job Description

Title: **Materials Manager**
Reports to: Plant Manager
Department: Administration
Salary: Commensurate with Experience
Supervises: Logistics, Purchasing and Shipping & Receiving
New Position Open Due to Growth

Responsible for the overall materials/supply chain management function including coordinating activities with plant personnel, engineers and program managers regarding customer deliverables, bills of materials, plant deliverables, inventory controls and shipping and receiving. Responsible for all activities of the Materials Department (purchasing and distributing of raw materials, equipment and supplies) to meet departmental and company goals and objectives.

**Duties (including but not limited to):**

- Reviews documents, such as production schedules, staffing tables, and specifications to obtain information, such as materials and priorities
- Compiles schedules and orders, such as production, work flow, transportation
- Monitors work progress, provides services, such as information, and directs expedited work flow
- Requisitions and maintains inventory of materials and goods to meet production demands
- Arranges for delivery and distributes supplies and parts to expedite flow of materials to meet production schedules
- Examines documents, goods/parts, and monitors work processes for completeness, accuracy, and conformance to standards and specifications
- Completes status reports, such as production progress, customer information, and materials inventory
- Confers with establishment personnel, vendors, and customers to coordinate processing and shipping, and to resolve complaints
- Container Management: order containers, create containers in the system, control inventory of containers, track/trace containers
- Monitor the customers delivery schedules: Dispatch process, deliveries to customer, delivery to external service providers
- Posting of goods received and materials movements
- Work with customs/broker on incoming shipments
- Create and send PO’s or schedules for raw materials and purchased parts
- Perform monthly inventory counts
- Controlling the consumption/assessment of differences in stock quantities
- Create customer and internal packaging instructions
- Introduce the production orders for the assembly (KANBAN cards) and controlling the KANBAN Card flow
• Steady controlling of the basic principles of the KANBAN cards through allocation of the cards to the machines, quantities of containers, increase and decrease number of KANBAN cards
• Handle customer orders using EDI
• Coordinate shipping and receiving and optimize transportation cost by checking quotes and monitoring freight costs
• Design and implement supply chains that support business strategies adapted to changing market conditions, new business opportunities, or cost reduction strategies.
• Develop procedures for coordination of supply chain management with other functional areas, such as sales, marketing, finance, production, and quality assurance.
• Manage activities related to strategic or tactical purchasing, material requirements planning, inventory control, warehousing, or receiving.
• Participate in the coordination of engineering changes, product line extensions, or new product launches to ensure orderly and timely transitions in material and production flow.
• Analyze information about supplier performance and procurement program success.
• Analyze inventories to determine how to increase inventory turns, reduce waste, or optimize customer service.
• Confer with supply chain planners to forecast demand or create supply plans that ensure availability of materials and products.
• Define performance metrics for measurement, comparison, or evaluation of supply chain factors such as product cost and quality.
• Design and implement plant warehousing strategies for production materials or finished products.
• Develop and implement procedures or systems to evaluate and select suppliers.
• Document physical supply chain processes, such as workflows, cycle times, position responsibilities, and system flows.
• Collaborate with other departments, such as procurement, engineering, and quality assurance, to identify or qualify new suppliers.
• Implement new or improved supply chain processes.
• Meet with suppliers to discuss performance metrics, to provide performance feedback, or to discuss production forecasts or changes.
• Monitor forecasts and quotas to identify changes or to determine their effect on supply chain activities.
• Monitor supplier performance to assess ability to meet quality and delivery requirements.
• Negotiate prices and terms with suppliers, vendors, or freight forwarders.
• Appraise vendor manufacturing ability through on-site visits and measurements.
• Assess appropriate material handling equipment needs and staffing levels to load, unload, move, or store materials.
• Develop material costs forecasts or standard cost lists.
• Diagram supply chain models to help facilitate discussions with customers.
• Select transportation routes to maximize economy by combining shipments and consolidating warehousing and distribution.
• Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications.

Technical Skills:
• Posses a minimum of a Bachelor’s degree or equivalent experience; preferably in Logistics/Supply Chain Management or Business Management.
• SAP experience is a strong asset!
• Knowledge of ASN, EDI, Material Handling, inventory and logistics.
• Experience with KANBAN.
• Shipping and Receiving experience preferred.
• Able to work with clients, vendors and contractors.
• Complete understanding of the MS Office Suite.
• Able to track inventory, finished goods.

Work Experience:
• Must have at least 10 years experience working in a manufacturing environment, preferably automotive.
• Must have at least 8 years working in Supply Chain Management.
• Experience with strategic sourcing.
• Extensive knowledge in Supply Chain and Materials Management.
• Knowledge in daily operational and high level production environment of sourcing, including significant interaction with Accounting, Engineering, Manufacturing and Quality - involving strategic and tactical sourcing which includes new product development.
• Diverse experience in driving total cost improvements and enhancements to organizational efficiency through a coordinated team methodology.

Send Resume to:

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