



POSITION DESCRIPTION

POSITION TITLE: Materials Manager

GRADE:

REPORTS TO: Operations Director

FLSA: Exempt

POSITION OVERVIEW: The Materials Manager under supervision of the Operations Director is responsible for the control and direction of Planning jobs for the location, parts, inventory control, receiving and supervising personnel in each of these areas. Materials Manager is responsible for the training, supervision, interviewing, planning, assigning, directing work, appraising performance, addressing complaints and resolving problems of staff. Materials Manager will carry out responsibilities in accordance with the organization's policies and applicable laws.

ESSENTIAL DUTIES and RESPONSIBILITIES, *includes the following responsibilities, but not limited to:*

- Oversee the training of staff to count, sort, or weigh articles to fill orders and issue supplies from stock. Train staff on database administration of inventory.
- Directs and trains staff in the Planning Department and ensures full integration with all departments of assigned jobs.
- Strong communication across all business units for smooth accounting of jobs being issued in order to provide a well-balanced assignment of hours for the workforce. This includes the oversight of controlled overtime.
- Liaisons with purchasing, program managers, documentation, sales, engineering and production personnel in the storage and distribution of materials received and shipped.
- Manages the examination of stock and inventory to verify conformance to customer and MC Electronics' specifications. Updates Database inventory and ensure accuracy of input, notifying appropriate departments and staff of shortages, damage or other issues.
- Determines methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space and safety requirements.
- Directs and trains staff in the sorting and storage of articles in bins, on floor, or on shelves according to the identifying information indicated. Ensures that storage meets organizational safety standards.
- Directs and trains stockroom staff to read specification sheets and to cut stock to size to fill order. Ensure training includes guidelines to reduce waste and scrap product.
- Manages and directs employees in the organization and filling of orders (kits, sub-assemblies) and/or issue supplies from stock by required dates and customer/product specifications.
- Reviews the data entry of issued orders and notifies purchasing of any problems or issues. Research inaccuracy of inventory and work toward a resolution with Stockroom Lead and Purchasing Supervisor.
- Monitor shortage; and expedite
- Follows all policies and procedures and complete administrative tasks correctly and on time. Supports MC Electronics organizational goals and values.
- Observes all safety and security processes and procedures; reports potentially unsafe conditions immediately to the appropriate Supervisor or Manager.
- Liaison with trucking/shipping vendors in the timely arrival and shipment of parts/supplies. Troubleshoot issues as needed.



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- Provide backup support to all areas of responsibility, including kitting, label making, order fulfillment, and data entry.
- Manager’s personnel to meet performance and metrics expectations. Hire and terminate personnel as needed following labor laws and company policies. Work closely with HR to accomplish tasks.

SUPERVISORY RESPONSIBILITIES:

Direct Reports: Materials Group; Stockroom, Inventory & Shipping. Manage and connect with all departments in the organization to accomplish company goals. Responsible for maintaining safety and security.

PHYSICAL and ENVIRONMENTAL CONDITIONS

Standard office and manufacturing environment, equipment and tasks, including work at a computer terminal. Partial sitting and walking throughout the day. Will operate some machinery, tools and equipment. Travel expected at 20%.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in business administration, supply chain management, operations and logistics or related field.
- Five+ years related experience and/or training; or equivalent combination of education and experience.
- Five years management experience dealing with managing people.
- Experience with low volume, high mix contact manufacturing
- Strong knowledge of Microsoft Word, Excel, and Outlooks and/or other word processing and email program.
- Analytical abilities with data, excel to include pivot tables and vlookups.
- Recent experience running enterprise level MRP systems.
- Strong Communication Skills in English & Spanish: Presents well orally as well as through PowerPoint and email.
- Strong understanding of MRP systems.
- Adherence to proprietary and confidentiality requirements.

Signature of Approval

Director, Human Resources

Date

ACKNOWLEDGMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description.

Employee Signature

Date

Employee Name (Print)

Date