

Position Title: Materials Coordinator	Department: Manufacturing	Reports To: Manufacturing Inventory Manager
Level: Entry-Mid	FLSA Status: Hourly Non-Exempt	Supervisory Requirements: N/A
Position Summary: In this position, you will be responsible for coordinating the transfer of raw materials, parts, and finished products. Overseeing material requirements and tracking movement with Purchasing, Production, and Shipping Departments. Ensuring accuracy, and meeting deadlines.		
Essential Functions: • Responsible for material handling activities—Movement of components, Sub-assemblies, finished goods to and from stocking locations • Receiving and managing inventory • Work with Purchasing Dept and Shipping Dept • Review bills of materials that are released to production • Review purchase requisitions for parts and shop supplies • Allocate incoming parts to the correct shop order(s) • Work with Purchasing Department and Shipping Department • Make sure all job parts are correct, counted for, and reserved when a PM releases a job • Completion of documentation relating to a specific job • Material cycle counting and expediting materials to maintain customer satisfaction • Ensure all materials are located with the corresponding job • Manage material shortages and exceptions • Work independently, anticipating and managing potential problems efficiently • Collaborate with the Shop Foreman on jobs and part shortages		
Knowledge & Skills: • Experience using ERP/CRM systems • Material Planning Experience • Multi-tasking • Time management • Detail-oriented • Technical Capacity • Knowledge of industry • Self-starter/Self-directed • Teamwork attitude • Aptitude to work at a consistent pace to meet strict time constraints due to customer needs and satisfaction.		
Qualifications: • High School graduate, GED or equivalent (required) • 1-3 years of experience in related field • General knowledge of equipment safety and operation (OSHA 10, LOTO, Confined space, fall protection, and Forklift, etc..) • Experience in a warehouse or production setting		
Physical Requirements: • Must be able to lift 50lbs unaided • Must be able to sit for long periods of time • Must be able to walk and be on feet 80% of the day • Must be able to type, bend, reach, Kneel, and squat		
Environment: • Manufacturing environment • Must be able to handle varying levels of stress • Must contribute to a positive working environment • Must be a team player		

All duties and responsibilities are essential job functions and requirements of this position. These are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the team member(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill and abilities for this position. This in no way states or implies that these are the only job duties to be performed by the team member(s). Team member(s) will be required to follow any other job-related assignments, instructions and duties instructed by authorized personnel. This document does not create an employment contract, implied or otherwise other than an "at will" relationship.

Employee Signature _____

Employee Name (Printed) _____

Date _____