

TBEI
Job Description

Job Title: Materials Manager
Department: Materials
Reports To: General Manager
FLSA Status: Salary Exempt
Prepared By: Human Resources Manager
Revised Date: September 6, 2012
Approved By:
Approved Date:

SUMMARY

Directs and coordinates activities of personnel engaged in purchasing and distributing raw materials, equipment, machinery, and supplies in organization by performing the following duties personally or through subordinate employees. Any Stleline software experience will be a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Prepares instructions regarding purchasing systems and procedures.

Prepares and issues purchase orders and change notices.

Analyzes and forecasts for market and delivery conditions to determine present and future material availability and prepares market analysis reports.

Manages inventory control and implements changes, as needed.

Manages and processes physical inventory.

Generate production schedules for manufacturing.

Communicates with suppliers to negotiate pricing and terms

Reviews purchase order claims and contracts for conformance to company policy.

Implements cost savings and generates reports reflecting savings.

Arranges for disposal of surplus materials.

Any other duties assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

Manages two subordinate supervisors who supervise a total of six employees in the Shipping/Receiving Department and Purchasing Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises five non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year College or university; five to seven years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.