



Date: 17 December 2020

**Job description
Materials Manager**

JOB REQUIREMENT SUMMARY:

- The materials manager will provide an unbroken chain of components for production to manufacturing goods on time for customers.
- The materials department is charged with releasing materials to a supply base, ensuring that the materials are delivered on time to the company using the correct carrier.
- The Materials manager is generally measured by accomplishing on time delivery to the customer, on time delivery from the supply base, attaining a freight, budget, inventory and shrink management.
- The materials department is also charged with the responsibility of managing new launches.
- Directs production and inventory control, shipping and receiving, and materials storage.
- Directs production planning and scheduling based on sales forecasts.
- Maintains inventory levels to ensure delivery of materials, supplies and equipment.
- Oversees shipping and receiving functions related to purchased parts and finished goods.
- Identifies opportunities to reduce transportation costs and charges.
- Manages and monitors storage of purchased parts and finished goods.
- Performs write-offs on damaged or obsolete inventory to reflect accurate value of inventory.
- Performs other related duties as needed.
- Reports to the VP of Operations

QUALIFICATIONS:

- Excellent organizational and planning skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and the proven ability to work well with all levels of management and staff.
- Proficient with inventory reporting systems.
- Proficient with Microsoft office suite of similar software.
- Bachelor's degree in business administration or related field requirement.