

## Materials Specialist

Department:	<i>Materials Department</i>
Reports To:	<i>Purchasing Manager</i>
Supervises:	<i>N/A</i>
FLSA Classification:	<i>Nonexempt</i>
Approved By:	<i>Rosie Baumann</i>
Revision Date:	<i>1/15/2019</i>

### JOB PURPOSE:

Under the direction of the Purchasing Manager, the Material Specialist assists in the scheduling of assigned product lines and ensures all manufactured and purchased parts are available for production to meet customer delivery requirements, in accordance with company policies and procedures.

### ESSENTIAL DUTIES and RESPONSIBILITIES:

- Creates the production schedule for each work cell for upcoming assigned product line requirements and to ensure on time customer delivery. Advise the Production Supervisor as to increases or decreases in production plans.
- Review the availability of manufactured and purchase parts for the assigned product lines.
- Create batch build shop orders to reduce kitting and production of small quantity orders.
- Update individual cell schedules on a daily/weekly basis through production database system.
- Review purchase order due dates and manufactured parts build dates to ensure availability of components needed for assembly.
- Expedite any needed manufactured or purchase parts, contacting vendors or purchasing as needed, to ensure availability in line with production schedules.
- Act as technical resource to purchasing, manufacturing, and other departments to coordinate efforts and to address and resolve inquiries and problems.
- Follow up to ensure assigned product lines are completed according to customer and MRP requirements.
- Adjust production schedules as needed based on part availability and customer demands.
- May maintain awareness and follow-up on back order requirements. Follow-up to ensure finished products are built and shipped.
- Follow new product lines for validation and production.
- Attend and actively participate in production schedule meetings.
- Complete special projects as assigned.
- Complete and maintain all required paperwork, records, documents, etc.
- Orders MRO items; enters and processes engineering purchase orders as needed.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.



**MINIMUM QUALIFICATIONS:**

**Education:** Associate’s degree in Supply Chain Management or General Business

**Experience and/or Training:**

- 3-5 years equivalent experience
- Excellent oral and written communication skills to effectively communicate with employees and customers
- Ability to use a personal computer with MS Word/Excel/Power Point software programs
- Experience using a variety of standard office equipment such as a copy machine, scanner and fax machine

**PREFERRED QUALIFICATIONS:**

- It is desirable for the incumbent to have 3-5 years of experience in in working with ERP systems and scheduling production work cells
- Advanced MS Excel skills

**PHYSICAL AND MENTAL DEMANDS:**

The position is in a fast-paced operations environment with deadlines requiring comprehension and working with others.

While performing the duties of this job, the employee is frequently required to sit, talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is occasionally required to stand, and/or walk. The employee must occasionally lift and/or move up to 10-15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

**WORKING ENVIRONMENT:**

Work may be performed in manufacturing and office environments. ESD protective clothing is required to be worn in the operations area.

The noise level in the work environment is usually moderate but may become heavy at times with the use of pneumatic tools and equipment by production personnel.

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.

I have read and understand the duties, responsibilities and requirements for this position.\*

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Employee Acknowledgement

\_\_\_\_\_  
Date

\*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. HED, Inc. retains the discretion to add duties or change the duties of this position at any time.