JOB DESCRIPTION
(Date)

POSITION TITLE: MATERIALS MANAGER

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Responsible for Materials Management function including planning, procurement, storage, control and distribution of materials and products to meet Company objectives and customer requirements. Responsible for direction and administering Purchasing, Production Control, Inventory Control, Shipping and Receiving, Customer Contact and Material Stores.

II. ESSENTIAL FUNCTIONS:

Maintains optimum inventory levels to ensure on-time deliveries to meet customer requirements while minimizing carrying costs and premium transportation charges.

Establishes procedures and supervises the annual physical inventory. This includes the taking and valuing of the year-end physical inventory.

Oversees the purchasing and/or contracting for materials, supplies, equipment, and services for the operation of the Company, in addition to all inventory items. Confers with requesting parties when specific sources are requested. Investigates and solves problems resulting from material shortages, however caused.

Oversees and ensures proper production control planning and scheduling programs to meet sales forecasts and to balance the level of manpower and machine requirements. Investigates and follows up deviations to the production schedule.

Establishes and maintains purchasing practices and policies to ensure honest, fair, and ethical relationships with vendors. Keeps informed on legal matters that affect purchasing policies.

Responsible for continuing programs of exploration for new materials, suppliers, and processes to achieve the best possible quality, reliability, prices, continuity, and delivery.

Oversees and insures proper production control planning and scheduling programs to meet sales forecasts and to balance the level of manpower and machine requirements. Makes certain that deviations to the production schedule are investigated and properly followed up.

Keeps abreast of materials and automotive markets and materials pricing trends that affect
Company products.

Develops, establishes, and provides for the maintenance of reporting systems that relate to the materials function.

Ensures that the company standard practices and procedures are followed in connection with all materials department functions.

Responsible for the motivation and development of subordinates to optimize their performance and their personal and professional growth.

III. QUALIFICATIONS AND REQUIREMENTS:

College degree in Business or a management related field. MBA desirable.

Eight (8) to ten (10) years' experience, including three (3) years in Purchasing, three (3) years in Production and/or Inventory Control, and two (2) years in Customer Service.