



## **Materials Coordinator**

### **NAI Gaylord, MI.**

#### **Position Summary:**

Responsible for implementation and maintaining of the material ordering, material receiving, shipping and receiving functions and logistics for a plant start up in Gaylord, Michigan. This position will report to the Materials Manager.

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#### **Essential Job Responsibilities**

Coordinates and expedites flow of materials, parts, and assemblies between sections or departments, according to production and shipping schedules or department priorities, and compiles and maintains manual or computerized records.

Reviews production schedules and related information and confers with department supervisors to determine material requirements to identify overdue materials and to track material.

Requisitions material and establishes sequential delivery dates to departments, according to job order priorities and material availability.

Examines material delivered to production departments to verify conformance to specifications.

Arranges in-plant transfer of materials to meet production schedules.

Computes amount of material required to complete job orders, applying knowledge of product and manufacturing processes.

Compiles and maintains manual or computerized records, such as material inventory, in-process production reports, and status and location of materials.

May move or transport materials from one department to another, manually or using material handling equipment.

May arrange for repair and assembly of material or part.

May monitor and control movement of material and parts on automated conveyor system.

**Performs other duties as necessary in support of business objectives.** This position description is intended to guide the activities of the Materials Coordinator. It is not intended to limit the thinking and creativity of the person to the work of this function. Nor is it intended to describe all the work that may be required of the person in this position.

Educational Requirements	Experience Preferred
High school completion	<p><b>Technical Experience:</b></p> <p><b>Industry Experience:</b> 2-3 years' experience working in a production environment in Supply Chain and Materials Management using an ERP System for inventory management.</p>
Essential Competencies	
<ul style="list-style-type: none"> <li>• Knowledge in the use of Microsoft Excel, PowerPoint and Word.</li> <li>• Attention to detail</li> <li>• Manual dexterity</li> <li>• Focus</li> <li>• Self-motivation</li> <li>• Teamwork</li> </ul>	