



North American Interconnect Job Description

Job Title: Materials Manager

Department:

Location: Gaylord, MI

Reports To: Plant Manager

FLSA Status: Exempt

Summary: The Materials Manager will be responsible for managing the entire materials function for the Gaylord Operations at NAI. This includes procurement, production inventory control, shipping and receiving. The ideal candidate will have a strong background in materials management and experience in a manufacturing environment.

Duties and Responsibilities:

- Oversee procurement of raw materials, components, and supplies
- Manage inventory levels to ensure smooth production and minimize excess inventory
- Collaborate with production team to determine material requirements and delivery schedules
- Develop and maintain strong relationships with suppliers to ensure timely delivery of materials
- Implement and maintain systems to track and monitor inventory levels, shipping and receiving processes
- Develop and implement processes to continuously improve materials management operations
- Collaborate with other departments to resolve any materials-related issues
- Prepare and manage the materials budget
- Ensure compliance with company policies and procedures and applicable regulations
- Develop and maintain production schedules to ensure timely delivery of products.
- Analyze production data and make recommendations for improvements to production processes.
- Coordinate with other departments, such as engineering, quality control, and purchasing, to ensure production requirements are met.
- Ensure availability of materials and equipment for production by managing inventory levels and placing orders as necessary.

- Monitor production progress and make adjustments to schedules as needed.
- Identify bottlenecks and work to resolve them to maintain efficient production.
- Provide regular reports on production progress and forecast future production needs.
- Resolve customer order issues.
- At any time, duties may be reassessed and new responsibilities added.

Supervisory Responsibilities:

Manage and develop team members by:

- Setting clear performance expectations and providing regular feedback
- Providing coaching, mentoring, and training opportunities
- Creating a positive and inclusive work environment
- Allocating tasks and responsibilities effectively
- Building and maintaining team morale
- Facilitating open communication and encouraging collaboration
- Identifying and addressing any performance or behavioral issues
- Ensuring that the team is meeting project deadlines and quality standards
- Continuously monitoring and evaluating team performance and making improvements as necessary.

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.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Education/Experience:

- Bachelor's degree in Supply Chain Management, Business Administration, or related field
- At least 5 years of experience in materials management in a manufacturing environment
- Strong understanding of procurement and inventory control processes
- Knowledge of Lean Manufacturing principles and practices

Knowledge, Skills, and Other Abilities:

- Excellent communication, negotiation, and interpersonal skills
- Strong analytical and problem-solving skills
- Detail-oriented and strong organizational skills
- Ability to work independently and manage multiple projects simultaneously
- Proficiency with computers and Microsoft Office software
- Experience working with ERP software.
- Infor Syteline experience is a plus.
- Spanish as a second language is a plus.
- Must possess a valid State Driver's License, safe driving record and insurance.

Work Environment:

NAI, Gaylord is a clean manufacturing environment with adherence to cleanliness and hygiene protocols. This includes regularly scheduled cleaning and disinfection of equipment, tools, and surfaces. Employees are trained in best practices for maintaining a clean workspace, and properly disposing of waste. Overall, NAI Gaylord is a clean, and friendly manufacturing environment.

NAI's mission is to create a supportive and inclusive work environment where every employee feels valued, respected, and empowered to achieve their full potential. We strive to foster a culture of teamwork, open communication, and continuous learning, where everyone can grow and succeed. By fostering a positive and fulfilling workplace, we aim to attract and retain the best people, promote employee well-being, and deliver exceptional results for our company.