



Job Title	<b>Materials Coordinator</b>		
Department	<b>Operations</b>		
Location	<b>Muskegon</b>		
Reports to	<b>Jay VanderZwaag</b>	<i>Title</i>	<b>VP of Ops &amp; Company Culture</b>

Level/Grade	\$_____	Type of position:	Hours____ / week plus overtime as needed
	90 day probation period	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
		<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
		<input type="checkbox"/> Contractor	<input type="checkbox"/> Hourly
		<input type="checkbox"/> Intern	

**GENERAL DESCRIPTION**

**Job Summary:** The materials coordinator develops, coordinates, and maintains departmental goals and actions. Is responsible for managing inventory and purchasing procedures of raw materials and other supplies within SVL. The materials coordinator leads, controls and monitors inventory levels and accuracy. Is responsible for the organization of the warehouse and a plan for every part. Ensures the efficient and continuous flow of materials between different business units according to production demand and schedules. Champions projects and team charters to improve cost, quality and delivery.

**Essential Duties and Responsibilities:**

- Responsible for production and inventory control, shipping and receiving, and materials marketplace
- Responsible for production planning and scheduling based on sales forecasts
- Maintains inventory levels to ensure on-time production and on-time deliveries occur within customer timelines
- Maintains and ensures inventory accuracy of the Material management system
- Ensures on-time schedules and delivery of materials and supplies
- Oversees shipping and receiving functions related to purchased parts and finished goods
- Identifies opportunities to reduce transportation costs and charges
- Leads and monitors storage of purchased parts and finished goods
- Establishes procedures for conducting and valuing year-end physical inventory
- Performs other related duties as assigned

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<b>WORK EXPERIENCE/SKILLS REQUIRED</b>			
<ul style="list-style-type: none"> <li>• Excellent organizational and planning skills.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent interpersonal skills and the proven ability to work well with all levels of management and staff.</li> <li>• Proficient with inventory reporting systems.</li> <li>• Proficient with Microsoft Office Suite or similar software.</li> <li>• A minimum of 3 to 5 years' experience in a similar role</li> <li>• Understanding of procurement, supply chain and inventory management systems</li> <li>• A solid understanding of forecasting and budgeting processes</li> <li>• Knowledge of ERP, MRP and how it can be used to best support accurate inventory levels</li> <li>• A minimum of 3 to 5 years' experience in a similar role</li> </ul>			
<b>EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Bachelor's degree in business administration or related field</li> <li>• Five years of experience in Materials control field</li> </ul>			
REVIEWED BY	Dana Umlor	<i>Title</i>	HR
APPROVED BY	Jay VanderZwaag	<i>Title</i>	VP of Ops & Company Culture