
Job Description

POSITION: **Materials/Production Coordinator**

POSITION SUMMARY

This is a dual role position responsible for leading and coaching the manufacturing and material teams, which includes managing the production process, driving quality and efficiency and managing all supply chain activities. Through employee involvement, this individual must lead cost, quality, delivery, and productivity initiatives. This individual will develop employee goals, install mechanisms to effectively monitor progress and provide feedback to all employees.

POSITION QUALIFICATIONS

- Qualified candidates are required to have a bachelor's degree in Business or other related field.
- Candidates are required to have previous supervisory experience and be a team player with a positive attitude, high motivation and excellent interpersonal skills.
- 3-5 years previous experience with material and supplier management is preferred.
- Proficiency in computer skills, specifically with Microsoft Word and Excel is required.
- The ability to administer performance reviews and be comfortable giving honest feedback to production personnel will be necessary.
- The individual must possess excellent communication, leadership and negotiation skills and be able to make quick customer-oriented decisions in an active environment

ESSENTIAL POSITION RESPONSIBILITIES

- Plan production and release orders
- Purchase Material
- Supervise direct labor

Other responsibilities will include:

- Cost reduction and avoidance efforts
- Management of supplier partners
- Negotiation (price, delivery, contract)
- Interface with Sales, Engineering, Finance, Customer Support, Quality, Production, etc. on a routine basis in both domestic and international facilities.
- Integrate with Sales, Engineering, Finance, Quality, Production, and other related support functions to achieve productivity, quality, costs and profitability goals.
- Manage directly or through subordinates, (depending on site and responsibility): Purchasing, Planning, Master Scheduling, Inventory Control, and others as assigned.
- Provide direction to improve inventory control systems, inventory level and reserve analysis, supply chain development and measurements, product launches, product end-of-life, product cost reductions, and global material management initiatives.