**Position:**

Materials Coordinator

**Position Summary:**

Using the Companies ERP software, they will be responsible for sourcing, ordering, tracking materials and inventory for the production department. Responsible for maintaining relationships with vendors and suppliers, negotiating terms and ensuring that materials are delivered on time and on budget. In addition, they will be responsible for managing inventory levels and developing strategies for reducing waste, improving efficiency and improving material management systems and processes.

**Qualifications:**

* Must be 18 years of age
* Education: High School or equivalent
* Valid driver’s license
* Solid transportation and prompt
* Tech Savvy
* Proficient in Microsoft Suite of Solutions

**Other Requirements:**

* Professional/ Calm demeanor
* Dependable, Adaptable, Independent
* Excellent Communicator, Self-starter
* Solid Implementor
* Supportive and ready to jump in wherever needed
* Able to prioritize tasks
* Must have excellent follow-up on action items
* Strong written and verbal communication
* Goal oriented, well organized, and able to establish priorities and deadlines

**Principal Duties / Responsibilities**

* Work with and support Production Manager in the procurement and management of raw materials and inventory
* Ensure that orders are placed on time, materials are delivered on time, and materials are stored properly
* Monitoring material inventories to ensure that the correct quantities of materials are always on hand
* Ordering new materials when inventory is low or when materials are no longer usable due to defects or damage
* Track vendor returns, damaged materials
* Check incoming materials for any defects or flaws that may need to be addressed prior to use in manufacturing
* Coordinating with suppliers to arrange for delivery of raw materials or finished products
* Maintain up-to-date records of all materials in the warehouse
* Develop and improve inventory management systems
* Ensure that all materials are properly labeled and stored in the correct location
* Conduct regular inventory checks to identify any shortages or overages
* Coordinate with production manager to place orders for new supplies as needed
* Track shipments of incoming and outgoing materials to ensure accuracy
* Report any damage or discrepancies to supervisor immediately
* Develop necessary internal and external relationships to successfully manage projects to meet or exceed customer expectations
* Build and maintain product libraries and BOM in ERP software
* Continue to evolve, including learning and adapting to software advancements, process and procedures
* Keep detailed records of purchases, inventory and returns
* Above responsibilities and duties may change or evolved overtime

**We Offer:**

* Competitive Wages: $22.00 - $25.00 per hour (DOE)
* Company Paid Health & Dental
* Paid Sick Leave
* Paid Vacation and Holidays
* 401K
* A relaxed yet professional environment

**Shift/ Location:**

* Full Time
* Weekdays 8-hour shift
* Potential overtime, based on business needs
* Report to office

Spectrum Woodworking is an Equal Opportunity Employer.