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# Example of Materials Associate Job Description

Our company is growing rapidly and is looking to fill the role of materials associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for materials associate

* Assists Designers and Materials Research Analysts in researching and locating items in the fabric library
* Support Standard Work processes across all programs to deliver consistent results
* Organizes QA resource assigned to functional area to meet goals and timings
* Accept, verify content count, description information, and integrity of, login, label and store incoming receipts from couriers, vendors, per SOP
* Tracking, monitoring and maintaining laboratory inventory for internal staff and for investigator-based projects
* Reviewing and maintaining all material documentation associate with shipments
* Interacting with vendors to resolve materials discrepancies or issues
* Unpacking and stocking some laboratory supplies as needed and as directed
* Act as escalation point for material concerns, lead daily shortage meetings to ensure supply continuity, report on KPIs (inventory days on hand, line interruptions, expedite costs, ) and enforce best practices
* Required to be on-call periodically to support operations

## Qualifications for materials associate

* Build the business and managerial skill set required to be an accomplished Supply Chain professional
* Diploma in Science / Material Management / ITI or 5 years relevant experience
* Specific Industry Training, Knowledge of Engineering / Petrochemical industry or General Engineering / Mechanical background
* Computer literate and proficient in the use of spreadsheets and / or material management software
* Fluent in English language (oral +written)
* Able to read, analyse and interpret business periodicals, professional journals or technical procedures