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# Example of Materials Associate Job Description

Our growing company is looking to fill the role of materials associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for materials associate

* Connecting with customers to ensure that past due bills are paid and collect payments when necessary
* Sort, assemble, audit, and ship orders in accordance with Standard Operating Procedures
* Ability learn to drive forklift and drive company box truck onsite
* Weekend rotation as required
* Receive, stage, and process incoming reagent and hardware materials
* Schedules, tracks, and reports on all requested materials
* Compiles and reviews all material, fabric, and leather data sheets (MDS, FDS, LDS) for accuracy, completeness, quality, affordability, and compliance
* Coordinates with cross functional teams to manage material requests and turnover within calendar, development status, and final handoff to production
* Communicates daily with design, PD, HKO and suppliers on questions on materials and changes, standards, and aids in interpreting design needs
* Coordinates and reviews all materials submissions to insure faithful execution to design request or spec with Manager for training

## Qualifications for materials associate

* Must be able to fulfill requirements of motorized vehicle operation (vision, hearing, physical limitations) and may require or use of a respirator
* Knowledge of Product Lifecycle Management (PLM) software, particularly Enovia Matrix One, a plus
* Knowledge of various ERP/MRP systems a plus
* Minimum of four (4) years of materials management or related experience required
* Minimum of 1 year in a GMP environment strongly preferred
* Excellent communication skills English and Chinese in spoken and written form