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# Example of Materials Associate Job Description

Our company is searching for experienced candidates for the position of materials associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for materials associate

* Maintains and issues all approved standards for the designs and production to manufacturing partners
* Ensures timely receipt and facilitation of all color/material approval submits from materials vendors to our design department
* Completes all lab dip, hand loom and strike off submittal forms prior to hand off to design/color area as needed
* Receive of materials with proper labelling and check in inventory maintenance of materials library room
* Follow up on all invoices to be submitted to Account Payable
* Interacting daily with the Design, Tech Design and Production teams regarding all aspects of the materials sourcing process
* Ability to foster and develop a strong team of material planning personnel through selective recruitment, thorough and consistent on-boarding process, training, and coaching, and identification and addressing of competency gaps within team
* Ensure continuity of supply, support the team in escalations and problem solving for part shortages
* The A.M
* Must be able to work overtime and some weekends as required

## Qualifications for materials associate

* Working knowledge of textiles and strong attention to detail
* Leadership and/or Vendor Management experience
* Experience with Salesforce, Acrobat, and/or Adobe Creative Suite
* Specific vision requirements including reading of written documents, visual troubleshooting of equipment, use of computer monitor screen frequently and have the ability to clearly see and focus on objects and color as close and far distances with good depth perception
* Solid fabric construction knowledge across a specialized area
* Bachelor's degree required with a focus in Biochemistry, Biology, or Life Sciences preferred