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# Example of Materials Coordinator Job Description

Our growing company is looking for a materials coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for materials coordinator

* Establishing, monitoring and adjusting PAR levels of supply items for the department
* Coordinating annual inventory process
* Using the BTS process to identify and implement supply cost savings opportunities
* Set-up and follow through on supply evaluation projects
* Equipment repair and loaner acquisition
* Collaborate with OR Nurse auditor to ensure all charge items are captured for billing
* Obtains competitive quotes for equipment
* Ensures Premier contract compliance
* Create and maintain Excel Spreadsheets to track cost savings initiatives
* Submits requisitions for supplies, while reviewing or best pricing

## Qualifications for materials coordinator

* Some lifting (50 - 75 pounds) may be necessary.Considerable amount of time using various types of laboratory equipment including microscopes, microtomes, blades, strainers, pipettes
* Must be able to obtain onsite Forklift Certification
* Must have high level of interpersonal skills with customers and vendors
* Two (2) years of inventory management experience
* Ability to work flexible shifts, travel and/or work variable hours including holiday and weekends
* Proficient with Microsoft Office with an excellent background in Excel