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# Example of Materials Management Job Description

Our growing company is looking for a materials management. 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 management

* Materials Management Assistant
* Materials Management Technician
* Utilizes SMART program effectively
* Performs assigned duties other functions as needed or requested, demonstrating competence and seeking guidance, direction and assistance if needed
* The Material Control Specialist is responsible for processing and maintaining integrity of a Project's bill of materials within the Material Management System
* Runs all applicable verifications in the Material Management System
* Assist in developing the montly analysis processes and reports that are going to be used to monitor the on-going supply chain risk
* Develop business case templates to assist in perfoming trade-offs between the frequency and magnitude of potential failures due to risks across the supply chain
* Define process integration steps for how to integrate risk management reviews into standard product development life cycle
* Responsible for the daily Supply Chain purchasing functions as related to the assigned area

## Qualifications for materials management

* Must have a valid state driver’s license and be able to drive a 1 ½ ton box or stack truck
* Ability to professionally deal with multiple customers, tradesmen, and teammates in order to provide world class customer service
* Associates degree, relevant trade certification, and some college or vocational training in science, engineering or facilities preferred
* At least 5 to 7 years of experience in a pharmaceutical facility with at least three years of related management experience
* Must be able to operate equipment such as a forklift and an electric pallet jack and drive a box refrigerated truck between sites (CDL not required)
* Must be able to squat, bend, kneel, climb, and/or reach for 75% of the day