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# Example of Materials Management Job Description

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

## Responsibilities for materials management

* Recommend ways to enhance efficiency, improve performance, or reduce costs
* Attend and participate in System-Wide Materials Management/Supply Chain Meetings
* Lead, train, monitor and supervise Materials Management staff in all the elements of their role to complete service delivery
* Coordinate the stock level reviews of Materials Management Assistants to ensure that they are undertaken annually and in a timely manner
* Responsible for coordinating and performing activities of inventory management to ensure accuracy and efficiency of operations including purchasing, storage, and distribution of medical supplies
* Responsibilities would include maintaining and restocking various par levels throughout the surgery center
* Placing orders to replenish par levels
* Oversee inventory-monitoring system
* Ensure the proper handling of requisitions, orders, receipt and storage of stock
* Communicate with customers regarding stocking, ordering, and deliveries

## Qualifications for materials management

* Ability to appropriately utilize and apply Lean tools such as value stream mapping, 5S, TPM, change-over reduction, and Ability to identify waste
* Understanding of legal implications
* Associate’s degree and no experience
* Two years of supervisory experience in a comparable setting or an equivalent combination of education and experience
* Must have conflict management and problem-solving skills
* Experience with quality improvement principles