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# Example of Materials Project Manager Job Description

Our growing company is searching for experienced candidates for the position of materials project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for materials project manager

* Maintains a basic understanding of and ensures compliance with applicable government and industry regulations
* Defines process standards and best practices
* Forecasts and communicates engineering, materials and manufacturing requirements to suppliers
* Assists in supplier price and delivery negotiations
* Accept and slot demands for assigned brief within the service center, providing order acknowledgements as appropriate
* Coordinate between Fulfilment Cells and Optimization to ensure demands are executed to the agreed customer ctq's
* Plan materials to support execution per agreed customer CTQ's
* Maintain data integrity in ERP system in relation to job status, critical dates, availability/assignment of project materials
* Ensure accurate and timely updates to Optimization and other stakeholders
* Coordinate projects spanning multiple production Cells

## Qualifications for materials project manager

* BS in Civil Engineering and an E.I.T or P.E
* Bachelor’s degree in business, engineering, or supply chain discipline
* Knowledge of personal computer applications required (Excel, Word, Visio, PowerPoint)
* Contributor who must interact frequently with suppliers on an independent basis to obtain documentation
* Strong interpersonal skills to interact with the labs and various support groups, both domestic and internationally, in coordinating activities linked to supporting raw materials
* Experience managing technical projects related to advanced materials development and/or product development