



# Example of Manager Materials Job Description

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Our company is searching for experienced candidates for the position of manager materials. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager materials

- Be responsible for disposition of excess and obsolete materials
- Manage, control and direct staff to achieve Materials profit and loss objectives including minimization of excess and obsolete inventory
- Ensure the timely delivery of materials at the most economical cost, consistent with quality standards, affecting quality by assuring that suspicious material is identified and that material is handled, stored and delivered properly
- Oversee the master schedules and ensure comprehensive compliance with materials requirements for manufacturing
- Responsible for proper maintenance of warehouse equipment, to include forklifts, providing both preventative maintenance programs and all necessary repairs
- Responsible for 5S, safety and quality procedures in department and ensuring employees receive effective and timely training in safe work practices
- Directly support lean manufacturing principles and processes, NPIS new product introductions
- Reduce operational costs through TVM and brainstorming activity
- Support flexible manufacturing methods
- Manages and reports facility capacity utilization for past and forecasted facility production levels

## Qualifications for manager materials

- Be sensitive on TCO and be proactive on Procurement Earlier Involvement  
àfast-fit alignment with Technology and Target Market
- Develop commodity strategy and lead-buying control mechanism,  
convincingly adding value to multi-buying factories/departments (stay push position)
- A strong communicator/negotiator with individual result-oriented yet teamwork-based & be aggressive but do not lose big picture
- Must be willing to work extended periods of time or varying shift hours
- High School Diploma with eight (8) years purchasing experience including two (2) years experience supporting surgical departments and capital equipment purchases or Associates degree with five (5) years purchasing experience including two (2) years experience supporting surgical departments and capital equipment purchases