



Example of Materials Controller Job Description

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Our company is looking for a materials controller. 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 materials controller

- Develops and maintains documentation and procedures for demand planning processes and systems to ensure that material needs and requirements are effectively met
 - Prepares and reports forecast and inventory measurement to communicate it to CSL management
 - Provides Lead Time (LT) analysis and recommends forecasted material ordering based on Operations & Maintenance plans in order to ensure timely availability of material requirements
 - Develop and maintain good working relationships with wider business and Logistics suppliers
 - Identify tools, processes and metrics to optimise value
 - Follow HS&E procedures and instructions
 - Follow all relevant departmental policies, processes, standard operating procedures and
 - Instructions so that work is carried out in a controlled and consistent manner
 - Contribute to the identification of opportunities for continuous improvement of section systems, processes and practices taking into account improvement of business processes, cost reduction and productivity improvement
 - Develop and maintain documentation and procedures for demand planning processes and systems to ensure that material needs and requirements are effectively met
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- Demonstrated use of equipment such as buffers, extractors, scrubbers, power washers, vacuums and carpet cleaning
- Must be able to work under team environment
- Prepare and report forecast and inventory measurement to communicate it to BEP JV management
- Be degree qualified or have relevant professional experience in Supply Chain/ Logistics/ Materials
- Have a strong up to date technical knowledge of materials and industry best practice in all aspects
- Be technically proficient with a good understanding in other areas in the Logistics and have the professional credibility to engage and inspire others