



# Example of Materials Coordinator Job Description

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Our innovative and growing company is hiring for a materials coordinator. 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 coordinator

- Issues supplies, materials, and equipment to employees and contractors
- Matches purchase order specifications of quantity, condition, model number
- Requisitions equipment, and supplies according to established policies and procedures
- Inspects and verifies deliveries
- Specialty chemical receiving & cylinder check-in and delivery
- Perform day to day inventory functions
- Inspect incoming materials for quality issues - damage, quantity
- Handle critical materials with expediency and caution (frozen specimens, sample kits)
- Plan all shipping activities in keeping with the company's objectives and targets in alignment with all Logistics department direction
- Oversee and review the accuracy of shipping documentation in accordance with all trade compliance regulations and legal customs regulations

## Qualifications for materials coordinator

- Performs a variety of furniture assembly and installation operations according to customer specifications to ensure timely and accurate completion of the installation
- Must be detail-oriented and have the ability to work proactively and effectively in a fast paced environment
- Demonstrated ability to train employees

- Dry Ice delivery