



# Example of Materials Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Secures and delivers parts and supplies for emergency breakdowns via air charters, couriers
- Facilitate a once a weekly team meetings
- Assist with audits of paperwork and shipments
- Audits and corrects issues that may occur in shipping and/or receiving
- Monitor and ensure work areas are CLEAN and SAFE
- Notify supervisor A.S.A.P
- Help ensure departmental work instructions and procedures are followed per SOX procedures
- Set good example (attendance, work habits, attitude, housekeeping...)
- Promote company and team attitude
- Must carry own workload

## Qualifications for materials coordinator

- Glassware pick-up and delivery
- Materials expediting
- Excel (esp
- Knows how to create reqs and POs, etc...
- Talented multi-tasker
- Experience with MS Windows applications