



Example of Materials Coordinator Job Description

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Our company is looking for a materials coordinator. 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 coordinator

- Communicate departmental goals to team
 - Meet with Supervisor and team twice a week for a tour of the warehouse for safety and
 - Balance the system-wide distribution of materials within departments and stations with the focus of Technical Dispatch Reliability
 - Identify requisition discrepancies and initiates corrective action with Material Planning
 - Responsible for tracking and monitors incidents of parts cannibalization, expedites inventory stocking levels and transfers spares as required to the applicable station
 - Monitor and reports on overdue repairs and purchase orders which have an effect on daily operations, and coordinate the expediting of items to appropriate station
 - Liaise with contract business partners and station managers to monitor and manage the tooling calibration schedules for non mx blue-cities
 - Coordinate with contract Maintenance Manager for station start-up of non-maintenance blue cities by supporting the parts and logistics
 - Manage and reports daily requisition workload for maintenance/Material operations
 - Identify and report open transfer orders to Materials Leadership to prevent inventory loss and improve cost expenditures
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- May perform repetitious actions using lab tools
- Some time spent using near vision to view samples at close range
- Use of various chemicals may be used to perform duties
- Use of computer and some time may be spent concentrating, reading, or analyzing data, or applying scientific rules
- May be exposed to hazardous materials, tissue specimens and instruments with moving parts, lasers, heating and freezing elements, and high speed centrifugation (GENERALLY LABORATORY & CUSTOMER SERVICE EMPLOYEES ONLY)
- Must be able to lift up to 50lbs to a 36-inch height