



# Example of Materials Management Job Description

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Our innovative and growing company is searching for experienced candidates for the position of materials management. 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 management

- Partner with cross-functional stakeholders
- Directs processes for monitoring and reporting for materials planning and inventory control
- Executing purchasing practices such as but not limited to requisitions, PO releases, capital and expense spending
- Must be able to bend multiple times a day, pick up and move with 40-50 lbs
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- Responsible for restocking all operating rooms and anesthesia carts
- Responsible for pulling meds and suture for all of next days' surgeries
- Responsible for restocking various par levels throughout the surgery area
- Responsible for placing and monitoring orders for restocking par levels
- Must be able to lift up to 50lbs and push/pull carts

## Qualifications for materials management

- Must be able to stand, walk, and/or move about for 75% of the day
- Previous experience in Logistics, Distribution and Supply Chain preferred
- Knowledge of raw material commodity markets
- Able to read company financial documents
- Be able to travel to suppliers, conferences, , as necessary (up to 25%)
- Specific knowledge on completing and reviewing Process Flows, FMEAs, and

