



## Example of Specialist, Material Job Description

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Our growing company is looking to fill the role of specialist, material. 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 specialist, material

- Review the Tag number relevant documents (P&ID)
- Set up the list of Spare Parts required for each equipment in required asset
- Search for the identified spares in SAP system
- Create new stock number
- Search for identical BOM header in SAP & link if match found
- Create new BOM header & generate new BOM
- Link to the respective equipment
- Distributes the received materials to the appropriate location
- Monitors shipping and station supplies
- Manages the creation of material data master (MDM) by collecting required information and ensuring all Data Governance policies are followed

### Qualifications for specialist, material

- Position requires strenuous physical work, Heavy lifting, pushing or pulling of objects up to 200 lbs
- Operation of all types of Ground Support Equipment trucks, tugs, box truck, forklifts
- Parts storage systems equipment
- Other equipment when needed in support of logistics and aircraft support
- Work may be outdoors with seasonal weather conditions (hot and/or cold)
- Product knowledge of product lines