

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Date of last revision: June, 2015

Job Title: Materials Specialist

Status: Non-Exempt

Department: Operations

Reports To: Operations

Completed By: HR

Part II – Position Objective

Perform all aspects of materials management/inventory control to include: Shipping, logistics, receiving, inspecting, transporting/distributing, storing, organizing, and maintaining all parts/materials/supplies to ensure a safe, efficient and consistent operation & to satisfy internal and external requirements.

Part III – Job Responsibilities

Primary Duties: Contribute to effective inventory management by:

1. Receiving incoming materials/supplies in accordance with company policy to include inspection, reconciliation, documentation control, delivery and/or storage.
2. Entering data into computer system to meet production demands and ensure accurate on-hand inventory.
3. Accurate counting and reporting of receipts and inventories into Syteline, including investigating and resolving discrepancies in a timely, professional manner.
4. Organizing and assisting with the timely and cost effective disposition of non-conforming and/or damaged goods and material surplus.
5. Kitting and supplying of materials for job orders.
6. Identifying backorders and assisting purchasing with expediting necessary materials/supplies.
7. Assisting with tracking and planning inventory levels.
8. Organizing and participating in physical inventory counts.
9. Interacting and coordinating daily with Manufacturing, Production Control, Purchasing and Suppliers.
10. Maintaining supplier relationships in collaboration with the Purchasing Department.
11. Coordinating freight vendors to transport equipment and parts to ensure timely cost effective delivery and negotiate pricing as necessary
12. Collaborating with other departments (i.e. Parts re: CR shipments) in order to understand & follow necessary procedures to comply with all export regulations.
13. Preparing necessary shipping labels & related paperwork paying close attention to any contractual shipping requirements.
14. Coordinating the transfer order shipment process (subcontractor shipments) to ensure:
 - Timely receipt of materials for subcontracted jobs
 - A well-documented paper trail for efficient tracking of materials
15. Entering appropriate information into MRP (Syteline) system to ensure proper accounting of material usage & accurate inventory management.
16. Updating shipping log with all necessary information in a timely fashion.
17. Organizing & maintaining all necessary documentation to include, among other things, well-documented packing lists filed in appropriate job folders.
18. Maintaining a clean and orderly inventory area to facilitate safe & quick access to parts/supplies.
19. Supporting process improvement activities in relation to materials management related process steps.
20. Other duties as assigned by Manager.

IV – Knowledge, Skills, Education

1. Associates Degree in a related field or equivalent experience required.
2. 3-5 years inventory control and shipping experience required.
3. Demonstrated understanding of inventory and supply chain management necessary.
4. Experience with ERP/MRP system required. (We use Syteline)
5. Experience with Microsoft Office required.
6. Must possess excellent organizational and planning skills.
7. Good written and oral communication skills and the traits of an effective team member
8. Ability to interpret engineering drawings where applicable and a demonstrated ability to make quick and accurate decisions.
9. Experience with lean principals helpful

V – Working Conditions

1. Fabrication shop environment.
2. Lifting and carrying up to 50 lbs.
3. Operating manual pallet jacks, hand trucks and dollies.

VI. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to talk, hear, stoop, kneel, crouch or crawl, and climb or balance. The employee is frequently required to stand, walk, use hands and reach with hands and arms. The employee is occasionally required to sit.