

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: March 2012

Job Title: Material Coordinator

Status: Non-Exempt

Department: Operations

Reports To: Production Control Supervisor

Completed By: HR

Part II – Position Objective

Support all aspects of materials management/inventory control to include: 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. Working with vendors and other departments to resolve discrepancies in a timely and professional manner.
4. Maintaining a clean and orderly inventory area to facilitate safe & quick access to parts/supplies.
5. Organizing and assisting with the timely and cost effective disposition of non-conforming and material surplus.
6. Reviewing & reconciling material reports as needed
7. Overseeing the kitting and supplying of materials for job orders
8. Identifying backorders and assisting purchasing with expediting necessary materials/supplies.
9. Working with vendors/shippers to return/replace damaged goods.
10. Assisting with tracking and planning inventory levels.
11. Supporting process improvement activities in relation to inventory related process steps.
12. Maintaining documentation/files in organized, orderly fashion
13. Controlling any movement of material in and out of inventory.
14. Organizing and participating in physical inventory counts.
15. Backfilling for the Shipping Coordinator as needed
16. Other duties as assigned by Manager.

IV – Knowledge, Skills, Education

Knowledge, Skills, Education

1. 1-2 years experience in the field of inventory control, or shipping and receiving.
2. Experience with Microsoft Office required.
3. Must possess excellent organizational and planning skills.

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.