

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

Name:		Date: January, 2011
Job Title:	Material Coordinator I	Department: Purchasing in support of Manufacturing
Reports To (Position):	Purchasing Mgr	Supervises (Positions): None
Status:	Non-Exempt	
Completed By (Name):	HR Manager	

Part II – Position Objective

Responsible for the effective & efficient flow of material for manufacturing

Part III – Job Responsibilities

Primary Duties:

1. Responsible for performing the physical and administrative tasks involved with issuing material to jobs, building job material kits and the coordination and delivery of job materials to manufacturing work centers.
2. Responsible for performing the physical and administrative tasks involved in the receiving, inspecting and storage of incoming materials and supplies.
3. Responsible for maintaining clean and organized receiving, inspection and material storage areas.
4. Responsible for performing the physical and administrative tasks involved with the disposition of non-conforming materials and surplus.
5. Assisting with tracking and planning inventory levels.
6. Supporting process improvement activities in relation to inventory and/or material-flow related process steps.
7. Maintaining documentation/files in organized, orderly fashion
8. Assisting with the control of any movement of material in and out of inventory.
9. Participating in physical inventory counts and cycle counts as necessary.

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| 10. Assisting the Shipping Department as needed
11. Responsible for the accurate labeling and identification of all manufacturing supplies, inventory and job materials.
12. Other duties as assigned by Manager. |
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IV – Knowledge, Skills, Education

Knowledge, Skills, Education

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| 1. High School Diploma or GED |
| 2. 2-4 years material handling experience |
| 3. Experience with lean principals helpful. |
| 4. Experience with ERP/MRP systems helpful. |
| 5. Experience with Microsoft Office helpful |
| 6. Must possess excellent organizational skills. |

V – Working Conditions

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| 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 sit and reach with hands and arms. The employee is frequently required to stand, walk, use hands, talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl.