**POSITION DESCRIPTION**

**Title:** Materials Coordinator **FLSA Category:** Non-Exempt

**Department:**  Material Control **EEO:** Operatives

**Report to:** Inventory Control Supervisor **Direct/Indirect:** Indirect

**Date:** March 2021

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**Summary:**

Under general supervision, performs manual, clerical and production support duties related to shipping, receiving, inspecting, storing, issuing and delivering a variety of materials, equipment and supplies.

**Job Duties and Responsibilities:**

* Receives incoming raw material.
* Enters receiving information into computer.
* Stores materials in proper locations.
* Pulls, issues, and distributes materials to various departments as pick list dictates.
* Communicates with manufacturing supervision regarding any non-conformance in shop packet or pick list, materials, instructions or other irregularities. Inform manufacturing supervision on completion of job tasks assigned including applicable quality checks.
* Performs manual cycle counts weekly or as needed.
* Assists with maintaining acceptable stock levels.
* Maintains a clean and organized working environment.
* Assists with annual physical inventory.
* Assists with loading and unloading material.
* Checks and reconciles records with appropriate inventory listings and records and reports discrepancies.
* Performs other assignments as requested or as business needs require.

**Qualifications/Requirements:**

* High School Diploma or equivalent is required
* 2 or more years of experience in a manufacturing environment or equivalent education.
* Stockroom experience required.
* Forklift certification or the ability to obtain certification required.
* Must be a self-starter with a high level of detail and ability to multi-task as necessary.
* Ability to read and comprehend instructions and understand manufacturing documents.
* Basic knowledge of modern office equipment.
* Must have high school math skills.
* Must be proficient in computer skills including the use of Microsoft Office programs and ERP systems.
* Must have the ability to work in a team-oriented, fast-paced manufacturing and warehouse environment.
* Must have a customer service mindset in all situations.
* Must be proficient with operating counting and weighing scales.
* Ability to define basic/routine problems, evaluate and establish facts and seek solutions to problems
* Can work under limited supervision.
* Ability to operate material handling equipment.

**Other Requirements:**

* Strong commitment to company values of honesty, trust, fairness and mutual respect.
* Will at all times exhibit behaviors consistent with the NWL values statement.
* Performs duties in compliance with all federal, state, and local laws and regulations.
* Follows all safety rules, company policies and procedures, and maintains acceptable attendance record.

**Supervisory Responsibilities:**

* No supervision responsibilities.

**Goals/Objectives**

* Appropriate materials are delivered to designated departments in a timely manner in accordance with production schedules and engineering specifications.
* All materials are properly accounted for and the ERP system reflects an accurate inventory count.
* Inventory locations are neat and organized.
* Work area is organized with no potential for foreign object contamination in finished product.

The physical requirements and work environment characteristics described below are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**

This position requires that the person is physically able to lift/move, carry, push and/or pull items weighing 25 lbs. up to 50 lbs. The incumbent will be required to stand for long periods of time up to 5+ hours on a daily basis and walk frequently. Must be able to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movements. Regularly required to use close, distance, color, and peripheral vision; and depth perception.

**Working Environment:**

While performing the duties of this job, the employee is occasionally exposed to potential of electrical shock and moving mechanical parts, and regularly exposed to hazardous dust. The noise level of this work environment is moderately to highly noisy. The lighting is adequate in the plant. Employees are required to wear safety glasses and closed toe shoes and other personal protective equipment (PPE) as required. The temperature is comfortable but areas of heat may be encountered.