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Materials Manager

RELCO

COMPETITION SNAPSHOT

Applications Submitted
for this Position
Most Common Years
of Experience
is the most
common degree type

Job Description

The Materials Manager oversees the purchasing and warehousing of materials needed for locomotive production with direct oversight of (1) warehouse operations, and (2) purchasing / logistics. Manager is in charge of all purchasing, warehousing, and disbursing of production materials. Works closely with production and project management personnel to ensure material is available when needed and transactional record keeping is accurate and real-time.

The Materials Manager supervises the:

- Warehouse Manager (and staff) responsible for organizing and logistics of production material
- Project Coordinators responsible for planning and purchasing of production material for projects

Job Requirements

- Sourcing – As head of purchasing works with operations to find best sources of materials and services.
 - *Material Planning*- Analyze market and delivery systems in order to assess present and future material availability in order to find vendors who can provide required products with excellent service at highly competitive prices.
 - *Vendor Selection* - Locate vendors, using sources such as catalogs and the Internet, and interview them to gather information about products and services including vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
 - *Contracting* - Setup procurement contracts with vendors selected from the Material Planning duty
 - *Contract Management* - Tracks the status of contracts to ensure that all contracts remain current and in force.
 - *Vendor Monitoring and Issue Resolution*- Monitors performance, recommending contract modifications when necessary.
 - *Cost Saving* – Improves costing by reviewing vendor pricing and exploring alternatives.
 - *Vendor Formulary* – Creates and maintains Vendor Formulary.
- Purchasing - As head of purchasing works with internal buyers and external vendors to procure the various components and services the company uses for operations.
 - *Material Proposals* – Periodically review/audit internal requisition and bid proposals in order to verify accuracy, terminology, and specifications.
 - *Liaison*- Assists requisitioning employee to contact Vendors in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
 - *Inquiries*- Manages/coordinates internal and external customer and Vendor inquiries about request for quotes, order status, changes, or cancellations.
 - *SME* - Maintains knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Warehousing - As head of warehousing works closely with warehouse personnel to ensure excellent warehouse/storeroom/yard organization, accurate record keeping, and prompt transaction requests handling.
 - *Labeled/Safe/Organized* – Ensures that all locations are safe, neat, labeled and well organized.
 - *Map* - Maintains map of items in warehouse, storeroom and yard. Ensures that all item locations are properly documented in system.
 - *Logistics* - Coordinates logistics for prompt and efficient handling of material received in and issued out to projects.
 - *Transaction Processing* - Manages the accurate transaction accounting for all material issues and receipts on a real-time basis. Ensures that warehouse personnel follow established methods & procedures.
 - *Error Resolutions* – Researches and corrects missing or incorrectly charged items.

- *Audits* – Oversees quarterly cycle count and FYE audit.
- **Materials** – As head of warehousing and purchasing ensures that materials are available to production when needed.
 - *Mill, Shop Safety, etc. Supplies* - Requisitions mill, safety, shop, etc. supplies to ensure adequate supplies without overspending.
 - *Projects* – Manages Project Coordinators closely to ensure that BOM are fully fleshed out, requisitions matches production timeframes, and all material ordered is tracked to preclude late/missing items.
- **Item Master Maintenance** – As head of warehousing ensure that records are accurate.
 - *Part Number Schema* - Works with accounting and operations to develop and manage part numbers and part number schemas
 - *Maintain Inventory Master* - Refines item master to ensure consistency in nomenclature, numbering and use. Inappropriate items should be purged and pricing constantly maintained. Eliminates duplication, corrects wording, and keeps accurate based on the formulary and subsequent updates.
- **Reporting and Deliverables**
 - *Material Status Report* – Prepares status report to track the delivery of all key material for shop projects.
 - *Disbursement / Prepayment Request List* – Assembles list of disbursement/prepayment requests on a weekly basis.

Job Snapshot

Contact Name HR

Contact Phone 630-968-0670

Post Date 2/17/2015

Location Albia, IA

Base Pay \$75,000.00 - \$95,000.00 /Year

Employment Type Full-Time

Job Type Management

Education 4 Year Degree

Experience At least 5 year(s)

Manages Others Yes

Industry [Manufacturing](#)

Required Travel Negligible

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