

JOB DESCRIPTION

Job Title:	Materials Manager			Dept:	Materials
FLSA:	Salary Exempt	Issue Date:	02/22/2002	Revision Date:	07/13/2017

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

- Supervise Assistant Material Managers, Packaging and Logistics Specialists, Materials Systems Coordinator, Service Parts Coordinator and Planners.
- Develop, implement and maintain system procedures for accurate and timely management reporting.
- Work with manufacturing and customers to schedule production, arrange transportation, and maintain minimum inventory levels to meet customer requirements for assigned locations.
- Oversee the training, development and evaluation of all department employees to ensure that current and future objectives are met.
- Oversee supplier relations, primarily supplier performance objectives, and participate in program management activities as appropriate.
- Coordinate all material activities including the timely procurement of production & service components for assigned locations.
- Review and monitor all inventories and cycle counts and maintain the company's established goals.
- Drive continual improvement and cost reduction opportunities.
- Establish, measure and work to achieve the company goals as they relate to the Key Operating Indicators.
- Oversee packaging and logistics initiatives including premium freight, freight routing, customer's packaging requirements (CLIPS).
- Review and monitor the PFEP (plan for every part) and ensure that Min/Max levels are maintained for all assigned locations.
- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system.
- Initiate, recommend or provide solutions through the appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

Basic Education, Experience and Skills Required

- Bachelor degree in Supply Chain Management or equivalent combination of education and experience.
- 10 years materials management experience including staff supervision, preferably in an automotive environment
- MBA desirable
- Familiar with all procedures/guidelines relating to the Materials department
- Strong computer skills (Microsoft Word, Excel, Access, Trans4M, etc)
- CPIM, CPM, APP Certification desirable
- Able to maintain confidential information

Dakota University Training (Minimum Requirements)

- Dakota Orientation
- Dakota Vision and Culture
- Departmental Training
 - Process – Materials Management
 - Process – Engineering Change
 - Process – Purchasing and Supplier Development
 - Process – Shipping Management
 - Clark Broadcast Database
 - Open Issues Database
 - Change Control Database
 - Supply Web

APPROVAL

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- Health, Safety and Physical
- GM Supply Power Overview
- DCX 7 Step
- Covisint Overview
- Ford CMMS, EDDL
- Ford WERS
- Ford ILVS
- Ford 8D
- Ford SIMS.
- Ford – GPIRS
- Ford Packaging, Labeling, Shipping and Routing Guidelines
- Ford MMOG
- Ford CPV2
- **Process 06 – Dakota Production System**
- Company Training
 - BOS Overview
 - Information Technology
 - Outlook
 - Trans4M Overview
 - Purchase Requisitions
 - Quality Mission Statement
 - Expense Reporting
 - Travel Management System

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

Risks Associated with Job Function

- None

Travel Requirements

- Up to 10% travel required
- Occasional overnight travel required
- Valid driver’s license required

The above points have been explained sufficiently.

Employee’s Name (Please Print)

Date

Employee’s Signature

APPROVAL