



JOB DESCRIPTION

Job Title:	Materials Manager		Dept:	Materials	
FLSA:	Exempt	Issue Date:	02/22/02	Revision Date:	11/16/2009

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

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

1. Supervise Assistant Material Managers, Packaging and Logistics Specialists, Materials Systems Coordinator, Service Parts Coordinator and Planners.
 2. Develop, implement and maintain system procedures for accurate and timely management reporting.
 3. Work with manufacturing and customers to schedule production, arrange transportation, and maintain minimum inventory levels to meet customer requirements for assigned locations.
 4. Oversee the training, development and evaluation of all department employees to ensure that current and future objectives are met.
 5. 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 Management of those situations that may pose a significant risk to the program, product assurance, facilities, and 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 appropriate channels and verify implementation.
- ... Control further processing and delivery of nonconforming product until the deficiency is corrected.
- ... Approve Purchase Requisitions for department.
- ... Approve Department instruction within the quality system

Basic Education, Experience and Training Requirements

- ... Bachelor degree, preferably in Supply Chain Management, or equivalent combination of education and experience.
- ... Minimum 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

Internal Training Requirements

- ... Quality Mission Statement (QMIS)
- ... Environmental Mission Statement (EMIS)
- ... Evacuation Route (EMER)
- ... Orientation (ORIE)
- ... [Vision and Culture](#)
- ... Significant Aspects Overview (ASPC)
- ... Process 10.0 – Material Management & Identification (PR10)
- ... Process 13.0 – Change Management (PR13)

GM APPROVAL: _____
INITIALS



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- ... Process 15.0 – Purchasing & Supplier Development (PR15)
- ... Process 16.0 – Planning & Scheduling Management (PR16)
- ... Process 17.0 – Receiving Management (PR17)
- ... Process 22.0 – Shipping Management (PR22)
- ... Clark Software (CLAR)
- ... Open Issues Database (OPEN) – as applicable
- ... Change Control Database (CCF)
- ... Supply Web (WEB)
- ... Health, Safety and Physical

Customer Specific Training Requirements as applicable:

- ... GM Supply Power (GMSU)
- ... DCX 7 Step (STEP)
- ... Covisint (COV)
- ... Ford CMMS, EDDL
- ... Ford WERS
- ... Ford ILVS
- ... Ford 8D
- ... Ford SIMS.
- ... Ford – GPIRS
- ... Ford Packaging, Labeling, Shipping and Routing Guidelines
- ... Ford MMOG
- ... Ford CPV2

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

The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

GM APPROVAL: _____
INITIALS