

JOB DESCRIPTION

Job Title:	Material Coordinator	Dept:	Materials
FLSA:	<i>Salary</i> Non-Exempt	Issue Date:	02/22/2002
		Revision Date:	06/08/2017

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

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

- Enter all discrepancies (scrap, returns, cycle counts, etc.) into inventory system and maintain records.
- Perform cycle counts as required.
- Monitor inventory levels by running required reports each shift to validate appropriate levels.
- Communicate all supply issues to suppliers.
- Inform Material Planner and appropriate management in a timely manner of all supply risks.
- Enter receipts as directed.
- Assist in all plant inventory activities.
- Follow visual min/max procedure.
- Communicate min violations as required to customer and Material Planner (Holt specific).
- Pull inventory as required (product requests, build outs, etc)
- Administer all inbound / outbound expedite activity, as required.
- Follow shop floor engineering change procedure.
- 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

- Associate degree or equivalent combination of experience and education
- 1-3 years applied experience in the materials department or manufacturing environment, preferably automotive
- Self-disciplined to perform time sensitive assignments with high activity, automotive, JIT experience
- Strong computer skills (Microsoft Word, Excel)
- Strong communication skills both written and verbal
- Strong attention to detail and follow through
- 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
 - Clark Broadcast Database
 - Open Issues Database
 - Change Control Database
 - Supply Web
- Company Training
 - BOS Overview
 - Information Technology
 - Outlook
 - Trans4M Overview

APPROVAL



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- 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 5% travel required
- Valid driver’s license required

The above points have been explained sufficiently.

Employee’s Name (Please Print)

Date

Employee’s Signature

APPROVAL