

Material Control Coordinator

Job Description:

- Prepare outgoing shipments.
- Work with team to ensure all documentation and paperwork is properly handled.
- Ensure all shipping efforts; such as, packaging, trucking & documentation is prepared ahead of time and ready when goods are ready to be shipped. Should know schedules and expect shipments in and out.
- Receive inbound shipments. Check and verify contents against paperwork and purchase orders, ensure all documentation is complete, label and deliver or store internally as required.
- Ensure all shipping and receiving transactions are properly transacted and posted in ERP system.
- Manage the entire flow of all material within the facility; to include, receiving and distributing goods and materials into and out of the ERP system and physical stock; assigning parts and materials to jobs; overseeing stock levels to ensure ample but not excessive stock levels
- Track inventory and manage materials for WIP (work in process) staging areas.
- Prepare kits as needed
- Remove defective material from available stock, record in database and work with team to ensure issue is reconciled with vendor.
- Responsible for keeping shipping/receiving dock and work area neat, clean and organized
- Monitor stock and consumable inventory levels and generate requisitions to ensure an uninterrupted supply
- Complete annual physical inventory
- Work with Accounting, Purchasing and other support teams to reconcile all invoice discrepancies, shipping activity, and order non-conformance issues
- Help and support the operations team in other related activities as needed
- Responsible for maintaining a safe, hazard free workplace
- Fully responsible for the maintenance of SDS sheets for entire facility

Essential Skills:

- HS Diploma or equivalent; Associates Degree in technical discipline preferred.
- At least two (2) years of comparable experience in the shipping/receiving/inventory control area of a small manufacturing organization.
- Familiarity working with electrical and mechanical components and subassemblies.
- Prior experience working with a MRP or ERP system
- Current driver's license with clean driving record for 3 years. Should be comfortable with driving 25ft box truck and operating a forklift.
- Must be legally authorized to handle ITAR Export Controlled material
- Proficiency in the English language, both written and verbal.
- Ability to follow written and verbal instructions.
- Mechanical aptitude and capable of operating basic hand tools
- Available to work extended hours and weekends, as workload requires

Non-Essential Skills:

- Familiarity with MS AX ERP system
- Capable of using basic hand tools to assist production team with mechanical assembly and integration and/or to assist with pallet fabrication.
- Proficiency with computer applications (Word, Excel).
- Experience working according to quality standards and procedures is preferred