

Material Coordinator

PRIMARY RESPONSIBILITIES

- Utilizing the ERP system, determine what materials will be required in all departments for the shift
- Retrieve raw materials from the warehouse for delivery to the production floor and transfer inventory within ERP system
- Remove finished goods inventory from the production floor and place in the warehouse
- Deliver raw materials to the machines
- Collect scrap material and produce bales for reprocessing
- Assist in housekeeping tasks as assigned
- Ensures the manufacturing inventory storage areas are maintained to 5S standards
- Anticipate and inform on any supply issues to minimize impact on production
- Participate in the annual full inventory process working with applicable departments
- Other duties as assigned by Shift Supervisor

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED required with previous experience in a manufacturing production environment preferred.
- Current and valid OSHA forklift operation certificate
- Has the ability to learn quickly and advance upon what has been learned.
- Effective communication, administration, and organizational skills.
- Exhibits flexibility to changing work priorities; adapts well to change.

PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand, use hands, reach with hands and arms, and communicate. The employee must frequently lift/or move up to 45 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually loud. Must be able to use hearing protection.