JOB TITLE: Materials Manager

DEPARTMENT: Operations

SOURCE OF SUPERVISION: Vice President of Operations

JOB SUMMARY: Responsible to manage all aspects of materials flow and to maintain control and accuracy over all goods inventories, including all transactions, procurement, planning, scheduling, cost, warehouse, receiving, and shipping to ensure that customer orders are fulfilled on time. This position is also responsible to develop and manage all supplier relationships.

ESSENTIAL FUNCTIONS:
- Develop, implement and manage cross-functional, fully integrated planning process that incorporates make versus buy, capacity planning, scheduling, inventory, material and associated cost elements.
- Performs analysis of customer demand, sales forecasts and historical material usage to develop and execute build to order and build to forecast plans.
- Coordinate with cross-functional business teams to develop the best economic strategy for production planning to support customer demand.
- Establish and implement methods and best practices related to the systems and process that support inventory forecasting, purchasing, and material control.
- Prepares customer delivery reports by collecting, analyzing and summarizing information and trends and uses information to proactively communicate potential late deliveries.
- Establishes and supervises production scheduling activities by monitoring material inventories, tracking progress of production and reviewing factors that affect schedules.
- Develop and execute a sourcing strategy to meet the company’s business growth and sourcing requirements.
- Identify, develop and manage effective relationships with existing and potential suppliers of goods and services to meet the established cost, quality and delivery targets.
- Establish, implement, and manage system to evaluate, monitor and report supplier scorecard performance.
- Adhere to established company policies, procedures, terms and conditions and legal matters that affect purchasing policies.
- Coordinate and work with quality, engineering, machining and assembly operations to ensure 100% on-time delivery by establishing and monitoring schedule to proactively identify and address any issues.
- Responsible for accuracy of inventory counts by implementing and managing, in conjunction with Finance, an inventory control system, capable of identifying discrepancies in inventory counts and taking corrective action to guard against inconsistencies in the future.
- Achieves financial objectives by working with management group to prepare the materials budget, schedule expenditures, analyze variances and initiate corrective actions.
- Participates as a member of the operations team in making cross-functional operational decisions.
- Participates in MRB and CAR meetings to resolve quality issues working with both internal and external resources.
- Collaborate with Engineering, Manufacturing, Process Engineering and Quality to achieve cost reduction targets.
- Maintains a safe and healthy work environment by implementing, maintaining and aligning company policies that adhere to local, state and federal environmental, health and safety regulations.
KNOWLEDGE, SKILLS and ABILITIES:

• Maintain and provide current understanding of industry best practices and technology trends.
• Identify tools, processes and metrics to optimize supplier value.
• Leads by example and motivates people so as to create a challenging, empowering, and collaborative working environment.
• Good technical writing, documentation, and record keeping skills.
• Good analytical problem solving ability.
• Ability to contribute in a cross functional collaborative environment.
• Financial skills including cost modeling, cost analysis, make vs. buy analysis.
• Ability to leverage metrics and other tools to drive supplier performance.

REQUIREMENTS:

• BS degree in business, management or other related discipline. Masters in related field a plus.
• At least 5 years progressive experience in management of materials and sourcing within a design and manufacturing environment.
• Experience in total quality, six sigma, or other similar environments.
• Working knowledge and understanding of ERP/MRP systems and their use in a manufacturing environment.
• Proficiency in Microsoft Office, including Word, Excel, PowerPoint and Access.
• Ability to demonstrate solid written and oral communication skills.
• APICS certification.
• Ability to obtain a security clearance.

For more detailed information about TRU Corporation as well as the responsibilities and requirements for this position, please visit our website at www.trucorporation.com. Interested candidates should send their resume to:

Human Resources, TRU Corporation, 245 Lynnfield Street, Peabody, MA 01960
email: careers@trucorporation.com, fax: 800-905-5659. No calls please. EOE.

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