

Job Description: Material Coordinator

The Material Coordinator is responsible for operational tasks performed in the spare parts warehouse; issuing, receiving, and counting inventory items, locating and placing items in the appropriate bin locations and assist with providing security controls of materials held in inventory. The incumbent performs operational tasks at the warehouse facilities associated with MRO inventory operations, critical capital spares, and staged material.

- Supports the annual and long-term goals; outlined in the client strategic and detail plans
- Assists with the creation of a highly collaborative material control culture within the organization
- Supports the “One Company” philosophy in all material control initiatives.
- Responsible for verifying materials received were ordered; match to purchase order or verify with Procurement; while also verifying quantity delivered, inspect materials received for damage, mark inventory items with the appropriate stock number and location, and notify plant personnel that materials ordered have been received.
- Resolves receipt issues with material suppliers over damaged goods, shipments, incorrect materials, and delivery of materials to the incorrect staging location; and works with suppliers to arrange for pick-up items that were shipped incorrectly, damaged or were not ordered
- Signs and dates the delivery ticket; receipts are entered on the date the receipt occurred and receipt entry is accurate and the proper Unit of Measure (UOM) is used for the receipt; same as the purchase order UOM.
- Performs assigned cycle counts on the date assigned, verifies item being counted is the correct item, quantity counted is accurate, and notifies Supervisor, Material Control or other designated client representative, if an issue arises during the count.
- Ensures inventory items are placed in the appropriate locations the day they are received; new inventory items are assigned a location when received; and Supervisor, Material Control, or their designee is advised of the location for entry on the item object in the appropriate inventory systems.
- Responsible for ensuring that the warehouse open areas, aisles and yard are kept clean; free of trash and debris; trash and debris are disposed of properly; and floors are swept no less than weekly.
- Ensures fuel storage tanks are dipped daily and notifies the Supervisor, Material Control, or their designee, when fuel needs to be ordered.
- Performs daily visual inspection of the gas and diesel storage tanks, secondary containment, and fuel delivery systems; inspect for leaks, trash, water or foreign material within the secondary containment.
- Prepares shipping memos for all material, equipment, scrap, etc. sent off site; includes materials returned to suppliers, scrap sales, equipment sent out for repair, disposal of regulated and non-hazardous wastes, and materials sent out for fabrication.
- Works with Procurement personnel to purchase materials when needed and with suppliers when assigned to expedite materials.
- Assists Account Payables with the resolution of receipt and invoice issues related to material deliveries.

Internal Controls:

Understands and complies with established departmental processes and procedures designed to support internal controls efforts. Identifies and brings to the attention of department management internal controls deficiencies.

Successful candidates will have:

- High School diploma
- Experience within the material control field
- Knowledge of Material Control practices and internal control objectives
- Good oral and written communication skills
- Ability to enter data through a PC into a materials control system
- Must be able to acquire Transportation Worker Identification Credentials (TWIC)

Position Scope/Contribution:

The MRO inventory is an integral part of the day-to-day support of the continuous operation of the client facilities. MRO inventory contains individual SKU's, repairable spares, and capital spares and the warehouse function has overall responsibility for the storage, issue, receipt of all material including non-inventory material and the proper custody and control of all material that flows through the warehouse.