

## Materials Manager

FRC is seeking a Materials Manager. This individual will be responsible to oversee our inventory, scheduling/planning and purchasing operations. If you are an experienced and competent individual with in-depth knowledge of inventory management systems and procedures, then we're looking for you! In this role, your duties will include maintaining budgets, analyzing materials, and researching vendors. We are looking for an experienced Materials Manager who will be responsible for efficiently coordinating the inbound and outbound movement of materials, goods and supplies based on customer needs, inventory targets and production schedules. This position will be reporting the GM/President.

### PRIMARY RESPONSIBILITIES

- Collaborate with other managers to plan forecasting models and determine supply needs.
- Research potential vendors and negotiate prices.
- Coordinate and supervise receiving and warehousing procedures.
- Oversee distribution of supplies in the organization.
- Develop and execute inventory cycle count process to assure high inventory accuracies.
- Maintain relationships and negotiate with suppliers.
- Recommend solutions to existing processes to reduce waste and increase efficiency.
- Prepare and file details records on procurement activity, reports on inventory, material usage and efficiency.
- Resolve labor and material shortages, backlogs and other potential schedule interruptions
- Create strategic solutions to improve material flow at multiple levels.
- Understand and follow our QMS based on certified standards, such as ISO9001 & AS-9100D requirements.
- Work with internal teams to increase customer satisfaction by improving the quality of the products.
- Work on special projects assigned by management.

### REQUIREMENTS

- Bachelor's Degree in in logistics or similar relevant field from an accredited college; minimum three years related work experience, as a Material Manager or similar role.
- In depth knowledge of supply chain and inventory management systems (Professional Certification preferred).
- Advanced knowledge and hands on experience of forecasting and budgeting processes
- Excellent organizational and time management skills
- Analytical thinking with problem solving aptitude.
- Outstanding communication and leadership skills

Apply for this position if you seek a challenging Long-Term Career Opportunity with a stable and growing company. We are an equal opportunity employer. Please apply to [hr@frccorp.com](mailto:hr@frccorp.com) .