



Job Description

Job Title: Materials Manager

Location: Elizabethtown, KY

Reports To: Plant Manager

Wage: Salary (Exempt)

Classification: Full Time

Division: Operations

Reporting and Responsibilities:

Reporting to the Plant Manager, the Materials Manager oversees materials flow, including inventory of materials and procurement in order to make recommendations to improve productivity, quality, and efficiency of operations while developing and managing all supplier relationships.

Additional Responsibilities may include but are not limited to:

- Develop and manage procedures for coordination of materials management with other functional areas, such as sales, marketing, finance, production, and quality assurance.
- Ensure accuracy of inventory counts, identify discrepancies in counts, and take corrective action to guard against inconsistencies in the future.
- Coordinate production, purchasing, warehousing, distribution, and accounting to reduce costs and improve accuracy, customer service, and safety.
- Interacts with customer service coordinators and sales team to ensure all customer requirements are being met.
- Examine existing procedures or opportunities to determine packaging needs to reduce claims and costs.
- Direct the movement, storage, and processing of inventory.
- Oversee transportation routes to maximize economy by combining shipments or consolidating warehousing and distribution.
- Develop material costs forecasts and standard cost lists in order to negotiate rates with suppliers.
- Negotiate prices and terms with suppliers, vendors, or freight forwarders.
- Develop or implement procedures or systems to evaluate or select suppliers.
- Analyze information about supplier performance or procurement program success.
- Design or implement plant warehousing strategies for production materials or finished products.
- Confer with Planning to forecast demand of materials or products.
- Analyze inventories to determine how to increase inventory turns, reduce waste, or optimize customer service.
- Ensuring that all projects are delivered on-time, within scope and within budget
- Maintain sense of urgency to drive changes in organization.
- Participate in the coordination of engineering changes or new product launches to ensure orderly and timely transitions in material or production flow.
- Other duties and responsibilities

Requirements:

- Bachelor's degree required; degree in area of specialty preferred
- 5-7 years of experience in the field or in a related area.
- Customer focused (internal and external)
- Strong analytical skills
- Excellent organizational and efficiency improvement skills
- Forward thinking to improve: cost, efficiency, subordinate skills, grow, automation, data management, etc

Core Competencies

- Organizational and planning skills
- Communication skills
- Judgment and decision-making ability
- Initiative
- Discretion and confidentiality

- Attention to detail and accuracy
- Adaptability
- Interact with persons of various social and cultural backgrounds

Working Conditions

- Long hours sitting and using office equipment and computers
- May have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests
- May find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks
- May have to enter manufacturing environment and wear designated PPE as required
- May have exposure to loud noises and moving machinery while in manufacturing setting

EEO Statement

Flex Films is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, color, creed, religion, national origin, citizenship status, ancestry, sex, age, physical or mental disability, marital status, family responsibilities, pregnancy, genetic information, sexual orientation, gender expression, gender identity, transgender, sex stereotyping, protected veteran or military status, and other categories protected by federal, state or local law.

Employee Name Printed

Employee Signature / Date

Team Leader / Manager Signature Date

