Objectives:

- Lead and manage all procurement and materials management activities within the corporation including order placement, supplier reduction/evaluation/certification, inventory control, material handling, logistics, and compliance with customer specifications.

Roles & Responsibilities:

- Responsible for coordinating all aspects of material flow and part delivery within the organization.

- Manage the activities of workers engaged in performing, verifying and keeping records of incoming and outgoing shipments.

- Supervise the activities of employees relating to the ordering, receiving, storing, inventorying, issuing, and shipping of materials, supplies, tools, and parts.

- Supervise and coordinate personnel engaged in expediting the flow of material, parts, and assemblies.

- Create, maintain and execute material logistic strategies to manage inventory and control excess.

- Serve as the Subject Matter Expert for Inventory and Purchasing modules of the organization’s business system.

- Responsible for the layout of the stockroom and other storage areas keeping turnover, size, weight, and related factors of the items stored in mind.

- Train warehouse employees on the care and preservation of products received, stored, and shipped. Responsible for determining the proper methods and use of equipment in handling, storing, maintaining and shipping stock.

- Accountable for maintaining corporate ISO procedures relating to the Materials Group. This includes training employees and monitoring adherence to the standards.

- Responsible for reporting Materials related metrics to the organization.

- Coach, lead, and develop team leads and members to ensure organizational goals and objectives are met.

- Determine work procedures, prepare work schedules and expedite workflow.
• Collaborate with production personnel to resolve problems affecting production schedules.

• Oversee incoming and outgoing shipping activities to ensure accuracy, completeness, and condition of shipments.

• Maintain parts carousels and related databases.

• Carry out supervisory responsibilities in accordance with the organization’s policies. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

• Must have an ability to solve practical problems with solutions that deal with a variety of variables in situations where only limited standardization exists.

• Must demonstrate a broad understanding of MRP and its related outputs. This includes supply, demand, and exceptions using a bucket-less system.

• Collaborate with all internal departments to solve issues that arise within the organization.

• Direct and prioritize continuous improvement initiatives to improve overall process, including the use of Goal Deployment.

• Ensure that key controls required for Sarbanes Oxley compliance are monitored and adhered to.

• Responsible for maintaining all Materials related master data including Item, Vendor Item, Item Warehouse, Item Resource Planning and Vendor Price Contracts.

• Provide support to subordinate personnel during vacations and absences.

Interested parties should contact:

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