

# GREAT NORTHERN EQUIPMENT DISTRIBUTING, INC.



**Job Title:** Materials Coordinator

**Last Update:** 02/19/2021

**Reports to:** Buyer/Category Manager – Manufacturing

**Supervises:** N/A

**Department/Location:** Office, Renville, MN

**Work Schedule:** M-Th: 7:00am – 4:30pm, F: 7:00am – 12:00pm

**Eligible for remote work:** No

**Safety sensitive position that is subject to random drug/alcohol testing.**

**Basic Function:** Coordinates with operations, engineering, purchasing, sales, and quality to receive, prepare and stage the material needed to meet timely production goals.

## Essential Functions:

- Reviews quality of make and purchased products.
- Enters and maintains updated records of purchased products, delivery information and invoices.
- Uses forklift, pallet jack and order picker including similarly related equipment to receive, move, prepare, and stage inventory for ensuring assembly builds. Labels and moves received items to proper locations within our warehouse and ERP.
- Assists with reviewing quality control inspections for assembled products marked for outbound delivery. Conducts quality control audits on finished goods, documents, and reports results.
- Proactively identifies potential supply chain disruptions or parts shortages, provides daily status updates on all orders in backlog and resolve planning related issues to enable timely order shipment.
- Monitors stock levels and notifies Purchasing to place orders as needed.
- Ensures bill of materials (BOMs) are correct and complete for stock builds and orders.
- Coordinates cycle count efforts on a scheduled basis, records result and makes placement adjustments, as necessary.
- Assists with coordinating service parts prepped for outbound delivery.
- Works with all departments to maintain inventory accuracy and integrity.
- Planning and prioritizing operations to ensure maximum performance and minimum delay.
- Participates in team meetings and process improvement initiatives so to meet metric goals.
- Performs all other duties as apparent or assigned.
- Attends training as determined by K&M/GNE.

## Secondary Functions:

- Maintains office appearance, safety, and security.
- Assists with overflow work from other departments as needed.

## Knowledge/Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to see a job through to completion and passion to believe in the quality you provide.
- Knowledge of and willingness to follow company policies.

- Honesty, dependability and unconditional ethics. Treats people with respect; works with integrity and ethically; upholds organizational values.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback, Willingness to assist others.
- Take initiative to locate missing information or find possible solutions to an issue.
- Conduct themselves in a professional manner.
- Ability to communicate effectively, both orally and in writing, with a wide variety of internal and external customers/vendors.
- Adapts to changes in work environment; changes approach or method to best fit the situation; able to deal with frequent change.
- Ability to effectively multi-task, manage timetables, time requirements and deadlines.
- Ability to communicate effectively with internal and external customers.
- Ability to fluently speak, read and write English.
- Ability to objectively and fairly measure the performance of subordinates and to take appropriate corrective action as indicated.
- Uphold all equipment and operating safety requirements to avoid personal injury and property damage.
- Observe safety and security procedures.

**Qualifications and Experience:**

**Required**

- High School diploma or equivalent.
- 2+ years of materials management experience in a purchasing or planning role in a manufacturing environment, preferably in a process-oriented operation and/or related industry.
- Strong PC skills, working knowledge and experience with MS Office and ERP Systems.
- Outgoing, Professional demeanor.
- Strong analytical and organizational skills.
- Proven ability to manage multiple projects in a dynamic environment.
- Valid Driver's license.

**Preferred**

- Prior professional experience within an ISO 9001 certified organization.

**Budgetary Responsibilities:** None

**Machines/Equipment:** In the general course of performing this job's duties a phone, headset, copier, printer, and personal computer will be used. In a warehouse related setting, you'll need to use a pallet jack, hoist, forklift equipment and an RF scanner.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand, walk, use hands to handle objects, talk and hear.
- Frequent wrist and/or hand movement is required.
- Ability to lift up to 50lbs on a regular basis and up to 75lbs occasionally.
- Frequent bending, twisting, stooping, reaching and lifting.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

- **Office:** Office setting is climate controlled and the noise level is usually quiet to moderate.
- **Warehouse:** Warehouse setting is partially climate controlled and the noise level is usually moderate. Employees may be regularly exposed to forklifts and other material moving equipment.
- **Production/Shop Floor:** Shop floor is not climate controlled and the noise level is usually moderate and above. Employees may be regularly exposed to welding, press, saws, grinding and cutting equipment. Personal protective equipment is recommended in some areas.

**Personal Protective Equipment Required:**

- Protective footwear (steel or composite toe boots/shoes)
- Protective eyewear (safety glasses)
- Protective hearing devices in designated areas

**Summary:** This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.