



<https://intscanada.com/job/materials-coordinator/>

Materials Coordinator

Description

Material Co-ordinator – ****CONTRACT POSITION****

We are a North American Leader in the Fabrication sectors with seven operations across Canada, and the USA. We are a fully-integrated supplier of manufacturing and engineering services providing steel components and complex, high value-added assemblies for the agricultural, construction, mining, energy, heavy truck and industrial sectors. Matcor Metal Fabrications is one of the largest suppliers of fabrications to John Deere, Caterpillar and Case New Holland in North America.

Reporting directly to the Materials Manager, the role of the Material Co-Ordinator is to successfully meet the facility and corporate goals & objectives, while managing all material coordination within the facility. This role is facility specific. The Material Co-Ordinator performs under general supervision, all functions related to coordinating daily production requirements with regard to planning, procurement and scheduling of production materials.

Essential Duties and Responsibilities:

Customer Support

- Obtain customer releases via EDI, phone, e-mail and fax.
- Direct communication with customers supporting requests as required.
- Support shipping department activities to meet customer requirements.
- Responsible for maintaining and updating customer websites.
- Responsible for customer delivery ratings and disputes.

Supplier Management

- Maintain Supplier Data Bases.
- Responsible for Parts Planning and Procurement.
- Responsible to issue accurate supplier releases.
- Responsible for developing reporting & tracking spreadsheets as required.
- Coordinate EDI & Purchase Order communication with suppliers.
- Responsible for daily follow up of on-time supplier EDI & delivery compliance.
- Responsible for expediting and tracking of supplier missed deliveries.
- Track and report supplier performance (i.e. delivery)
- Support supplier inquires and requirements.
- Returnable & Expendable Packaging Management.
- Reconcile purchases parts invoicing and NCR's for accounting department.
- Responsible to issue monthly Supplier Performance Reports.
- Responsible to generate monthly supplier delivery performance reports.
- Creation and maintenance of repetitive purchase orders, as well as tooling, PPAP and prototype purchase orders.
- Accountable for issuing and tracking all production drawings to suppliers.
- Responsible for tracking component part tooling inventory owned by Matcor or customers.

Hiring organization

INTS Consulting

Date posted

2023-09-18

- Organize the information and team to approve supplier tooling invoices.
- Maintain Matcor Tooling with Suppliers Data
- Source and arrange transportation quotes for customers.

Production Support

- Creation of Production Planning Information.
- Daily, accurate update of Matcor Production Planning Board.
- Creation of Weekly Customer Release Reports.
- Early communication of parts shortages.
- Responsible to maintain parts inventories to support production requirements.
- Notification of changes to customer demand.

Inventory Control

- Verification for accurate Bill of Materials.
- Coordinate parts changes with Sales, Engineering, Production, Accounting and Materials.
- Participate & Co-ordinate in Cycle Counting of Inventory and Physical Inventory.
- Responsible to ensure no parts shortages, obsolescence or overflow.
- Establish and maintain Min Max Calculations.
- Creation and analysis of Inventory Tracking Reports.
- Offsite Storage Management, as needed
- Support organization management of shop floor material flow.
- Accurate material transfers, usage and scrap reporting in MRP/ERP.
- Cycle count of raw materials, components, finished goods and packaging as required.
- Physical Inventory Management.
- Physical Inventory Reporting.
- Daily Visual Control of all Component Parts.

Customs

- Compliance to customs requirements.
- Provide training and development to ensure Matcor compliance of customs requirements.
- Accurate NAFTA Certificates (Matcor & Suppliers).
- Ensure customs compliance for both inbound and outbound freight requirements.

Continual Improvements

- Participate in continual improvement projects, within department and with cross departmental teams.
- Develop, write and implement work instructions.
- Develop & write work flowcharts.
- Increase automation of repetitive materials tasks.
- Improve access to information and communication of supplier and production parts.
- Support for activities delegated by Materials Manager, regarding Materials Management related audits for ISO9001/CTPAT/ISO14001 etc.

Other

- Obtain quotes and order components/services as required.

- Active support in departmental cross training.
- Back-Up support for all Materials job descriptions as required.
- Any other related duties as assigned by Materials Manager /Management.
- Follows and comply with all Operational Procedures and policies as outlined in the Employee Handbook, Quality and Environment programs (i.e. IATF, ISO 14001)

Characteristics

- Hands-On, Roll-Up-Your-Sleeves personality
- Bias for action – reacts promptly to issues with appropriate actions/responses
- Ability to thrive in a “Lean and Mean” resource conscious organization
- Capable of managing multiple challenging assignments concurrently; moving swiftly and decisively, but collaboratively and effectively with others
- Effective problem solver
- Perceptive, responsible and accountable
- Team player

Education, Knowledge, Skills and Abilities

- Requires a bachelor’s degree / diploma in Materials Management or equivalent work experience.
- APICS certification preferred but not required
- Requires a minimum of 3 to 5 years of relevant experience in procurement, materials planning, forecasting, logistics, supply chain ideally within a low volume/high mix manufacturing environment.
- Skilled with the traditional as well as advanced methods used in inventory control.
- Strong analytical and mathematical skills.
- Strong ERP/MRP systems knowledge, prior experience with CMS an asset.
- Experience with lean concepts/tools such as VMI, Vending Machines Management, Kanban, JIT and Kaizen
- Understanding of production flow principles and manufacturing processes
- Strong interpersonal skills and the ability to effectively work with many levels and types of people
- Good written, oral and presentation skills
- Problem solving & decision-making skills
- CMS working knowledge is preferred. ERP & MRP knowledge required and Computer proficiency required in Outlook, Excel, PowerPoint, and Word.

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Job Type: Fixed term contract

Contract length: 12-14 months

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Brampton, ON L6T 5V3: reliably commute or plan to relocate before starting work (required)

Education:

- Secondary School (preferred)

Work Location: In person