

Job Title	Material & Project Coordinator	Job Category:	Material Purchasing & Project Management
Department	Operations	Position Type	Full-Time

Job Description

Summary:

States Manufacturing is seeking an experienced Materials Coordinator. The ideal candidate would have experience in material purchasing, handling, and scheduling, with a working knowledge of manufacturing. The ability to work in a team environment providing accurate inventory counts to all levels in the organization.

This is a full-time, hourly position. Typical working hours will be Monday – Friday with hours ranging from 7:00a.m. to 5:00p.m. Overtime will be available and/or mandatory at management’s discretion.

Specific Duties Include:

- Proactively work with Engineering and Manufacturing to ensure inventory levels are accurate.
- Set and monitor inventory levels in Epicor, generating requests when needed to ensure inventory is at acceptable levels.
- Actively participate in creating part numbers for purchased and manufactured parts.
- Enters Orders, Creates Jobs, and assigns operations for project processes.
- Purchase raw materials based on pricing and lead times.
- Issue purchase orders in Epicor.
- Manage materials and coordinating delivery and release of product based on job requirements.
- Tracks open vendor purchase orders, contacting vendors when needed.
- Creates stock jobs for inventoried items.
- Leads cycle counts and bar-coding or other inventory activities.
- Maintains products and processes to established company standards and codes.
- Other duties as assigned by leadership or management groups.

Skills and Qualifications:

- Minimum 3 years’ experience in a production and/or engineering environment.
- Experience with an ERP system, Epicor experience highly recommended.
- Working knowledge of Microsoft Office products, including Outlook, Excel, Word, PowerPoint.
- Ability to pass background and drug test prior to employment.
- Ability to work in a team environment to accomplish daily tasks.
- Superior problem solving, detail orientated, and analytical skills.
- Demonstrated ability to work independently making sound design decisions for multiple weeks at a time.

Physical Requirements/Working Environment:

- This position requires the ability to sit, and bend or stand for extended periods of time. Light lifting may be required.
- Performance of duties will mostly be in the office and production floor.

Application Instructions:

Email your resume to resumes@statesmfg.com or call our main office at 763-588-0536 to talk with a representative. States Manufacturing is an equal opportunity employer.