

<b>Job Title</b>	Material Project Coordinator	<b>Date</b>	9/6/2024
<b>Department</b>		<b>Manages Employees</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Reports To</b>		<b>FLSA Status (to be completed by HR)</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Revision</b>	A		
<b>Summary (Main Purpose)</b>			
<p>The Material &amp; Project Coordinator will purchase raw material, 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.</p>			
<b>Job Duties and Responsibilities (Essential Functions)</b>			
<ul style="list-style-type: none"> <li>• Proactively work with Engineering and Manufacturing to ensure inventory levels are accurate.</li> <li>• Set and monitor inventory levels in Epicor, generating requests when needed to ensure inventory is at acceptable levels.</li> <li>• Actively participate in creating part numbers for purchased and manufactured parts.</li> <li>• Enters Orders, Creates Jobs, and assigns operations for project processes.</li> <li>• Purchase raw materials based on pricing and lead times.</li> <li>• Issue purchase orders in Epicor.</li> <li>• Manage materials and coordinating delivery and release of product based on job requirements.</li> <li>• Tracks open vendor purchase orders, contacting vendors when needed.</li> <li>• Creates stock jobs for inventoried items.</li> <li>• Leads cycle counts and bar-coding or other inventory activities.</li> <li>• Maintains products and processes to established company standards and codes.</li> <li>• Other duties as assigned by leadership or management groups.</li> </ul>			
<b>Required Skills and Experience (Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).</b>			
<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in a production and/or engineering environment.</li> <li>• Experience with an ERP system, Epicor experience highly recommended.</li> <li>• Working knowledge of Microsoft Office products, including Outlook, Excel, Word, PowerPoint.</li> <li>• Ability to pass background and drug tests prior to employment.</li> <li>• Ability to work in a team environment to accomplish daily tasks.</li> <li>• Superior problem solving, detail orientated, and analytical skills.</li> <li>• Demonstrated ability to work independently making sound design decisions for multiple weeks at a time.</li> </ul>			
<b>Additional Skills and Experience (Preferred or helpful)</b>			
<ul style="list-style-type: none"> <li>• Strong Organizational skills.</li> <li>• Strong computer skills.</li> </ul>			

## Demands and Conditions Analysis: Material & Project Coordinator

### Working Conditions

The **essential functions** of this job involve the following working conditions.

(Place an "x" in the appropriate box.)

- C = Continuously** 75%-100% of time
- F = Frequently** 50%-74% of time
- O = Occasionally** 10%-49% of time
- R = Rarely** 1%-9% of time
- N = Never** 0% of time

	C	F	O	R	N		C	F	O	R	N
<b>Environmental</b>						<b>Physical Factors</b>					
Works alone			X			Sitting	X				
Works with others			X			Standing			X		
Customer contact			x			Walking			X		
Shift Work	X					Bending/stooping				X	
Extended Day			X			Squatting/Kneeling				X	
Keeping work pace/deadlines	X					Crouching/Crawling					X
Performing repetitive tasks	X					Twisting at waist				X	
Noise (decibels) 91					X	Reaching above shoulders				X	
Vibration					X	Reaching below knees				X	
Abrupt temperature changes					X	Lift/carry up to 40 lbs.					X
Heat (above 85 F)			X			Push/pull to 100 (force)					X
Cold (below 65 F)					X	Climbing ladders					X
Wetness					X	Climbing stairs					X
Dampness					X	Sweeping/mopping					X
Dryness					X	Operating foot controls					X
Odors & dusts				X		<b>Manual Tasks</b>					
Work with solvents					X	Grasping with one hand	X				
Work acids, bases					X	Grasping with both hands	X				
Work with oils					X	Manipulating with one hand	X				
Work with toxins					X	Manipulating with two hands		X			
Poor ventilation					X	Handwritten communication				X	
Fumes					X	Using keyboard	X				
Mechanical hazards			X			Using hand tools					X
Electrical hazards					X	Twisting/wringing					X
<b>Sensory Tasks</b>						Scrubbing/washing/polishing					X
Seeing close (reading)	X					Scraping					X
Seeing far (observation)			X			<b>Equipment Operation</b>					
Peripheral vision			X			Driving car / light truck					X
Seeing colors			X			Driving heavy truck / van					X
Verbal communication	X					Operating forklifts, stackers					X
Hearing speech	X					Operating hoist equipment					X
Hearing mechanical sounds			X			Operating shop machinery					X
Sensing odors					X	Operating power tools					X
Sensing by touch					X	Operating torch					X