



Materials Manager

Morrisville, VT

OVERVIEW: The Materials Manager oversees procurement of production materials according to MRP output, MRO (Maintenance Repair and Operations) needs. Utilizing strong organization and communication skills, this position works closely with Production Planning and all departments for timely, accurate and cost effective, purchasing across the supply chain. He/She studies sales records and inventory levels of current stock, works with/evaluates value of foreign and domestic suppliers, negotiates contracts, reviews product quality, and keeps up to date with changes affecting both supply and demand of materials. This position reports to the Operations Manager.

DUTIES & RESPONSIBILITIES:

Ordering

- Works closely with Senior Manufacturing group to ensure that purchasing priorities optimally align with production schedule- both short and long term; places and reschedules orders for production based on MRP output and adjusted forecasting/goals
- Negotiates contracts, pricing/supply agreements, and total cost agreements- including cost for outbound and inbound air shipments and container shipments
- Obtains three quotes when possible/practical for every purchase
- Quotes freight and sets up ongoing contracts for inbound freight
- Maintains purchase confirmation with vendors
- Evaluates MRP and places orders accordingly, notifies team of discrepancies in MRP or delays of product affecting production
- Cultivates positive working relationships with vendors while ensuring that value, quality, and service standards are fulfilled
- Maintains communications with R&D and Quality Manager to address material quality issues; communicates quality concerns, standards, and specifications with vendor; helps resolve/account problem parts that must be replaced, reworked or credited
- Quotes/schedules seasonal vendors for facilities maintenance (i.e. Lawn mowing, snowplowing, makes contract if required. Confirms copy of their insurance is on file)
- Supplies appropriate drawings and 3d models to vendors
- Files damage claims with trucking companies on parts damaged when delivered to Hearthstone
- Ensures correct documentation and paper work is prepared and submitted to ensure problem-free entry into the U.S. for custom clearance
- Co-ordinates multiple part changes on stoves with production to ensure old parts are used up

SAP Use

- Maintains Purchasing Data for purchased parts including lead time, minimum order quantities etc.
- Determines if part is currently on order or can be changed to the new REV
- Maintains stock levels of non-inventory items- sources competitive vendors, generates POs, and schedules deliveries
- Assists in the development and updating of procurement policies/procedures to best support operational efficiencies
- Follows ECO process- maintain part REV level in SAP as parts are changed to ensure future parts orders are at the proper REV level



Delivery and supply

- Monitors and expedites delivery of materials if appropriate to meet production schedule and cost expectations
- Works with receiving and accounting to resolve shipping and pricing discrepancies
- Conducts supplier performance reviews to ensure expectations toward quality, service and delivery objectives are consistently met

Cost Reduction

- Reviews cost effectiveness of purchases- conducts comparative analysis between actual material costs and historical/budget expectations- identifies variances and adapts toward optimal procurement strategies
- Establishes and implements cost reduction goals; provides procurement analysis/reporting through evaluation of past purchasing activity and forecasting
- Works with Senior Manufacturing Group to monitor and ensure minimum stock/safety stock levels are supplied at the optimal cost levels; monitors and implements the inventory reduction program
- Participates in the ECO process
- Works with Engineering on implementation of new products - calculating/negotiating part cost with suppliers and expediting part order fulfillment to ensure product launch date is met

Requirements

Skills, Experience, & Education

- 5 years of experience in a procurement/purchasing role
- Appropriate higher education degree or a High School Diploma with extensive experience in appropriate job functions
- Experience in negotiations and contract management
- Knowledge of purchasing, MRP and inventory practices – especially in manufacturing materials and the management of production inventory
- APICS Certification desirable; CPIM (Certified In Production and Inventory Management), CSCP (Certified Supply Chain Professional, or CIRM (Certified in Integrated Resource Management)
- Working knowledge of a major ERP with focus on the MRP system
- Comfortable in basic Blueprint reading and a knowledgeable of common terms/specifications for materials
- Skilled in use of various computer applications (including the Microsoft Office suite) as well as management and manipulation of large product database and spreadsheets (particularly Excel, MRP, and SAP systems)
- Practiced in applying strategies relevant to a continuous improvement process
- Able to independently plan and execute complex purchasing decisions with optimal results
- Skilled in establishing and carrying out strong organization procedures
- Able to prioritize tasks with an appropriate sense of urgency and maintain consistent follow through
- Able to perform short-term and long-range planning with forecasting and comparative results analysis

Physical Requirements: Occasional lifting up to 40 LBS. This position is located in a manufacturing facility where employees may be subject to loud noise, moving machinery, and various production hazards. Work is primarily in a stationary desk, with extensive keyboarding, occasional walking.

Benefits

Excellent benefits package including paid time off, affordable healthcare, dental care, short term & long term disability insurance, life insurance, company sponsored 401k plan with generous employer match, and more.