

## Materials Manager

Microbiologics, a leading global manufacturer of biological controls and standards, is currently seeking a Materials Manager to join our team. This position will be responsible for managing all aspects of materials flow and maintaining control and accuracy over all goods inventories, including all transactions, procurement, scheduling, cost, warehouse and receiving. Responsible for creating and maintaining Item Master records in MRP system.

### Essential Responsibilities:

- Purchase production and shipping materials that are obtained only from the list of Approved Vendors and Services.
- Maintain company documentation associated with the purchase, inventory and disposition of all production and shipping materials in accordance to company policies and procedures.
- Locate suppliers that can provide the supplies, machinery or other equipment in a timely manner, with favorable terms of sale.
- Work with plant engineers and production supervisors to develop specifications for the needed supplies or equipment.
- Participate in the development of the solicitations and requests for proposals for equipment and materials.
- Negotiate contracts with suppliers and establish the procedures that affect the company's contract with the vendor.
- Maintain purchase history on the suppliers and review and analyze vendor performance periodically to assess the supplier's suitability and the availability of supplies over time.
- Responsible for accuracy of inventory counts by implementing and managing, in conjunction with Finance, an inventory control system, capable of identifying discrepancies in inventory counts and taking corrective action to guard against inconsistencies in the future.
- Create and maintain Item Master records in the MRP system per company policy.
- Participate in MRB and CAPA meetings to resolve quality issues working with both internal and external resources.

### Physical Requirements and Environmental Attributes:

- Occasionally lift and move up to 50 pounds to waist height unaccompanied.
- Regularly sit, stand or walk for duration of shift.
- Occasionally required to stoop, climb, or balance.

### Desired Education/Experience:

- Minimum two year degree in related field.
- Five years previous related experience required.
- APICS Certification preferred (CPIM,CSCP)
- Working knowledge of internet programs and the Microsoft Office Program.
- Advanced knowledge of MRP/ERP system configuration a plus.

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If you are interested in joining our team as a Materials Manager, please send your resume to [hr@microbiologics.com](mailto:hr@microbiologics.com).