

Job Identification

Job Title: Materials Manager
Division: Bailey Metal Products Limited – The Grid
Department: Production and Inventory
Reports to: Plant Manager

Job Purpose Summary

The Materials Manager will be responsible for overseeing the daily activities as it relates to inventory. They will ensure the availability of all necessary materials required to support the manufacturing process, release scheduling of inbound raw materials and components, and ensuring adequate stock levels for production requirements.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

Operational:

- Control and reorder the inventory of raw materials and finished goods products.
- Scheduling of production work orders.
- Maintain accurate inventory and stocking levels to provide excellent customer response and low company expense.
- Co-ordinate steel forecasts.
- Work with internal and external stakeholders to determine supply needs, quality and delivery requirements.
- Verification of inventory variation and adjustments.
- Co-ordinate truck with Traffic Manager for pickups, transfers, less than truckloads, samples, etc.
- Implement an effective strategy for the most cost effective flow of material to and from outside service providers.
- Service KPIs for the Plant Manager such as service performance and pounds shipped per month, Production Schedule Adherence and Stock Record Accuracy.
- Liaison for customer service and customers (direct calls)
- Develop a close working relationship with suppliers.
- Coordinate necessary action plans with affected departments and divisions.
- Support finance in month/year end activities.
- Co-ordinate with different division's customers and translate information.
- Weekly cycle counts and compare to production schedule.
- Problem solving determining timing and quantities of materials to order from suppliers and developing/improving an inventory model.

Human Resources:

- Develop an internal structure within the department; develop, coach, mentor, employees.
- Encourage staff to improve their skills for certification.
- Review all work performed by employees for completion, accuracy and quality and identify their performance requirements and company training needs.
- Assist in the development of succession planning for replacement of key employees.
- Train workers in job duties, safety procedures and company policies.

- Promote team work within and across the departments.
- Conduct and document regular monthly crew meetings to discuss, review and implement items such as new/existing procedures, Company policies, department performance, safety talks, Health and Safety, and monthly management meeting.
- Participate in selection process, performance appraisals, discipline and training and recommend actions such as hiring, promotions and appropriate disciplinary actions.
- Maintain harmony among workers and resolves complaints thru the assistance of management.

Health and Safety:

- Maintain working knowledge of all Health & Safety policies.
- Correct and communicate on any unsafe acts/conditions to plant/ safety manager.
- Support and promote all aspects of the corporate Health & Safety program.
- Perform regular workplace inspections, both scheduled and unscheduled.
- Monitor accident frequency and history and analysis injury data.
- Report all accidents/incidents promptly, conduct investigation & act on recommendations.
- Comply with all Bailey's safety programs, confidentiality and legal requirements.

Other:

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key company stakeholders.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Any additional duties as assigned by the Plant Manager.

Qualifications

- Minimum of two years working within a manufacturing environment, ideally with construction or metal products.
- Minimum of 5 years' experience with warehousing, receiving and shipping by truck.
- Demonstrated experience contacting customers, suppliers and trucking carriers by telephone.
- Proficient with use of computer. Ability to use Microsoft Office products, SAP and other inventory control/shipping software.
- Experience using and improving inventory and reorder models

Working Conditions

- Office & plant environment.
- Overtime as required.