



**Job Title: Materials Manager**  
**Reports To: Vice President of Operations**

---

**Summary of Position:**

The Materials Manager will lead and manage the proper execution of USCS Crib and receiving departments to meet or exceed the customer delivery expectations. This individual must have the ability to effectively and professionally work under pressure leading these teams through frequent changes in deadlines and priorities.

---

**Duties and Responsibilities:**

- Manages Crib and Receiving departments process improvements through Lean Manufacturing principles.
- Create and maintain work instructions and procedures for Crib and Receiving processes.
- Plan and assign tasks to crib personnel to ensure parts/materials are efficiently and properly stocked, picked and issued to support production.
- Develop and implement daily performance metrics for crib processes.
- Enforce the daily cycle count process and make/ request approvals based on the USCS cycle count policy.
- Maintain accurate documentation of cycle count records for future audits of the process.
- Timely communication of inventory discrepancies to operations and financial management.
- Monitor transactions on and off job routers in Oracle and proper completion of job routers and pick slips.
- Coordinate storage location capacities to accommodate changes in item inventory levels.
- Responsible for managing inventory controls such as shelf life, lot numbers and revision control.
- Analyze inventory for excess and/or obsolete materials/components.
- Manage the production planning process of the flow of production parts and/or materials within machine shop, assembly and paint departments. Provide necessary training to team members.
- Analyze production backlog and establish a production plan for customer, engineering, internal orders.
- Review & update production plans to provide best shipment dates on new orders or pull-ins.
- Revise schedules to accommodate work order changes, material availability, manpower, machining downtime or customer priorities. Communication the changes.
- Able to perform all systematic and operational procedures related to the crib department and provide continuous on-the-job training
- All other duties as assigned

---

**Supervisor Responsibilities:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Responsible for approving team members pay role entries and time off requests.

---

**Core Competencies:**

- Commitment to company values and ethics.
- Strong judgement and decision making.
- Dependability: personally responsible, completes work in a timely manner, and performs tasks accurately.
- Motivation: must maintain a positive attitude and strong work energy.
- Leadership: demonstrated ability to lead people and get results through others.
- Analytical skills: able to gather information and use data to determine cause and effect for problem solving.
- Communication: excellent interpersonal and oral and written communication skills.

- Independent: must have the ability to carry out and follow through on tasks with minimal supervision.
- Problem Solving: ability to develop and implement new ideas to improve processes.
- Organization: very detail oriented and always comes prepared. Maintain strict confidentiality and professionalism.
- Time management: ability to organize and manage multiple priorities and effectively deal with tight deadlines and pressure situations.
- Creativity: makes constructive suggestions and creates novel solutions to problems; evaluates new technology as potential solutions to existing problems
- Initiative: plans work and carries out tasks without detailed instructions, prepares for problems or opportunities in advance, undertakes additional responsibilities.
- Teamwork: works harmoniously with others to get a job done, responds positively to instructions/procedures, and works well with others

**Education and/or Experience:**

---

- Bachelor of Science degree (B.S.) from four-year college or university or five years related experience and/or training.
- Strategic thinker, strong analytical skills, able to synthesize considerable and complex data.
- Experience in utilizing spreadsheet and ERP- type software in managing the planning process.
- Strong PC skills (Excel, PowerPoint, Word, Project, Access, Minitab)

**Physical Demands/Work Environment:**

---

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maneuvers in, around, under, and about factory and/or laboratory equipment on a regular and continuous basis.
- Must be able to lift and carry up to 40 pounds and comply with OSHA standards

While performing the duties of this job, the employee may be regularly required to sit, stand, bend, reach and move about the facility. The environment characteristic for this position is an office setting. Candidates should be able to adapt to a traditional business environment.

To apply, submit resume: [www.uscargosystems.com/careers/](http://www.uscargosystems.com/careers/)

**Signature:**

---

I understand that I am expected to adhere to all company policies and to act as a role model in the adherence to policies. I have read and agree that the contents of this job description accurately reflect my understanding of what is expected of me in this position.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_