



Nortech Systems, a high mix/low volume electronic contract manufacturer, has an immediate opening for a Materials Manager, which is an exempt salaried level position in the Garner, Iowa facility.

SUMMARY

This position is responsible for ensuring the consistent flow of materials to meet manufacturing build schedules and forecasts. Analyzes customer and vendor needs, anticipates problems and determines appropriate course of action. Meets corporate inventory guidelines while maintaining customer demand. Oversees and is responsible for on-time delivery of materials for manufacturing. Maintains competitive pricing on purchased material.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

1. Provides overall leadership pertaining to departmental goals and objectives. Determines appropriate course of action for materials which follow and support company goals and objectives.
2. Develops and oversees corporate and departmental policies for purchasing, warehouse and stockroom.
3. Maintain favorable purchased price variances and the lowest possible levels of purchased inventory variation.
4. Determines and approves operating budgets, staffing and goals of individual organizations which support department, divisional and corporate goals and objectives. Ensures operating budgets and objectives are maintained.
5. Responsible for all material assets for manufacture of products including finished goods in shipping and receiving.
6. Supervisory responsibility of Warehouse and Materials Manager and Production Control Planners
7. Key metrics applying to this position include:
 - a. On time release of complete kits to the production floor
 - b. Inventory turns
 - c. Excess inventory levels
 - d. Inventory Accuracy
 - e. Material Receipts
8. Position is responsible for the effective management of “front-end” processes from the sales order entry through the delivery of complete kits to the production floor.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Materials/Warehouse group.



QUALIFICATIONS

The successful candidate shall have experience and demonstrated success in a lean manufacturing operation as a person who solves problems. The ideal candidate will have knowledge of ISO9001 quality systems and have past experience working in the electronic contract manufacturing environment .

EDUCATION and/or EXPERIENCE

College degree in related discipline or equivalent combination of formal education and applied experience providing broad understanding of general business and financial practices as well as understanding of Materials theory, practices and techniques. Typical incumbents will have at least two to three years experience in one or more of the primary responsibility areas listed above, plus additional one to two years experience in supervising a materials function.

This is an excellent opportunity for individuals seeking a challenging career with a highly successful company. To be considered for this opportunity, please send your resume along with salary requirements to E-mail: garnerjobs@nortechsys.com. No phone calls accepted. Chemical testing will be required. EOE/AA-M/F/D/V

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