



Position: Material Control Specialist

GENERAL INFORMATION

Department
Manufacturing

Division
GLE

Work Location
Bridgeport, MI

GENERAL SUMMARY

This position is accountable for providing clerical support for both the material control and order entry functions. This position focuses on managing material transactions both in and out of the manufacturing operations to ensure the production of quality products made on-time, in the right quantity and in a cost-efficient manner in support of GLE Precision manufacturing strategic objectives.

PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

1. Daily use of ERP system.
2. Produce the required export documentation for international customers.
3. Processes customer returns for credit.
4. Processes purchase orders for miscellaneous requests for supplies.
5. Process customer purchase orders for production.
6. Managing the purchasing of raw materials for use in the manufacturing process.
7. Monitoring the levels of inventory for the different raw materials used at the facility.
8. Support production capacity planning
9. Provide and communicate with customers on a weekly basis all open order reporting
10. Initiate process improvements to reduce cost and increase efficiency.
11. Ethically protect company resources and best interest.
12. Follow established safety procedures to assure a clean, safe work environment is promoted and maintained.
13. Assign materials to each job based on the product to be produced (quality, quantity, type of material etc.)

JOB SPECIFICATIONS

1. 1-5 years' experience in materials management, purchasing or customer service in a manufacturing environment
2. Excellent written skills needed for reports and routine business correspondence
3. Good customer communication skills in support of internal and external customers
4. Ability to work in ERP system such as Jobboss
5. Proficient with presentation and other documentation applications such as Visio, MS Project and PowerPoint
6. Logistic/Supply Chain experience a plus
7. Experience in a manufacturing environment
8. Knowledge of problem-solving processes and tools, such as Lean

WORKING CONDITIONS

Normal office environment; Spends some time in manufacturing environment in closed facility. Personal protection equipment recommended and/or required depending on working area (safety glasses w/side shields, etc).

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

QUALITY

Quality encompasses all aspects of GLE's' business, and every employee shares the responsibility to prevent the occurrence of any nonconformity relating to product, process and the quality system. All employees have an obligation to identify and record any such nonconformity, and, through designated channels, initiate and recommend solutions.

GLE IS AN EQUAL OPPORTUNITY EMPLOYER

Please apply by submitting a resume to Careers@GLE-Precision.com