

## **Materials Coordinator**

The Materials Coordinator will ensure the efficient and continuous flow of materials between different departments according to production demand and schedules. They will collate and analyze data regarding orders and production levels and predict future demand for materials.

### **Duties and Responsibilities:**

- Coordinate material requirements between Production, Quality Inspection, Materials, and Suppliers in the Cargo Door Production Work Segment
- Assure that all parts and materials are available to the assigned production area/Work Segment prior to beginning of work
- Work with production to maintain production schedule and budget
- Update and maintain weekly part shortage reports for all assigned Work Segments and activities
- Maintain Back Order reports for all assigned suppliers. Communicating with the supply chain to verify orders and update promise dates,
- Provide timely demand signals to Buyers based on changes in production schedules due to unexpected constraints
- Follow up on open orders prior to due dates with the intention of “guiding orders in on time”
- Work as assigned to assist current suppliers with Production Scheduling and Planning
- Lead the effort to develop Standard Operating Procedures (SOPs) within the Materials Coordination and Planning Function
- Work closely with other Materials Coordinators to assure consistency within the planning process

### **Qualifications and Experience:**

- Min 2+ years experience as a materials coordinator
- Proven track record of developing and implementing standard operations procedures to insure accuracy of department databases, specifications, supplier invoices, and Sarbanes-Oxley compliance
- Prior experience working in aviation manufacturing preferred

### **To apply:**

Please email your resume and a cover letter to Carol Forsberg, Talent Acquisition Specialist, Precision Aircraft Solutions: [carol.forsberg@precisionaircraft.com](mailto:carol.forsberg@precisionaircraft.com)