

Material Coordinator – 1st Shift

Faribault Foods Inc. – Tucson, AZ

SUMMARY: Utilizing company ERP system (SAP), responsible for the ordering materials and supplies and for inventory control in support of each of the business unit clients by ensuring the timely delivery of materials. This will be accomplished to the plant goals of quality, safety, productivity, and customer service, while at the same time demonstrating continuous improvement within the Logistics Team.

ESSENTIAL DUTIES & RESPONSIBILITIES: include the following. Other duties may be assigned.

- Use SAP and other in house tools to ensure a continuous supply of raw materials and packaging components to support production requirements at a 100% customer service level. Maintain clear and effective communication channels, both internally and externally, regarding issues that may affect this objective.
 1. Develop written daily, weekly, and/or monthly routine procedures:
 2. Outline Min/Max process
 3. Develop and/or maintain safety stock levels commensurate with current business volumes.
 4. Expedited shipment process in tight supply conditions
- Ensure a professional image with both external and internal contacts by clear proactive communication with all groups.
- Calculate and monitor appropriate inventory turnover ratios, minimum and maximum balances, and lead times for all purchased materials. Maintain in-house inventory item masters for purchased materials to reflect the appropriate information. Develop criteria for changing item master information as necessary to supply all required materials to Manufacturing.
- Work closely with other members of the Logistics Department and Manufacturing to achieve common goals through the utilization of in-house inventory system, cycle counting, etc. to achieve:
 1. Proper inventory levels
 2. Timely return of defective material
 3. Effective Lot control-tracking and traceability
 4. Proper stock rotation
 5. Accurate Inventories (not only at end of month)
- Manage the ERP-MRP process to incorporate proficient ordering and expediting practices to support the timely supply of all materials to Manufacturing.
- Work with the Logistics Department and as needed with corporate buyers to minimize inbound transportation expenses. Successful management of this accountability can be measured through the level of “expedite” charges incurred by the company.
- Monitor the perpetual inventory of “key” components versus allotted warehouse space in days of supply to insure sufficient space availability and smooth material flow to Manufacturing.

- Provide assistance and support as needed to assure successful integration of system changes and initiatives.
- Manage the ordering of raw material and packaging components related to conversions and version changes to meet company deadlines, attain maximum productivity, and minimize obsolescence. This will require effective communication with corporate buyers, vendor partners, corporate packaging engineering, regulatory, and inventory control.
- Maintain in-house inventory system relative to purchase requisition and purchase order closeout to keep the system operating effectively. Facilitate change on the floor to help with in-house inventory accuracy. Alert Corporate Sourcing to any concerns that contractual obligations and agreements are not being followed by a supplier.
- Work closely with Corporate Sourcing, Quality, Production, Finance, and vendor partners to achieve vendor accountability for issues affecting our productivity. Take a lead role in ensuring that non-conforming materials receive disposition and are dealt with in a timely manner.
- Work with Receiving, Accounts Payable and as needed Corporate Buyers to prevent/resolve invoice variances.
- Coordinate order placement for facility-specific supplies. Follow the ordering processes outlined by Corporate Sourcing for supplies and services bought under Corporate Sourcing Contracts. Work with Corporate Indirect Buyer to establish supplier relationship and conduct appropriate bidding process.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have working knowledge of PC and prior experience in a receiving function in a manufacturing operation utilizing a manufacturing control system (ERP/MRPII).

EDUCATION and/or EXPERIENCE: Associate's Degree in business or a related technical field, or acceptable/approved work experience is required. Additionally, five years of materials planning procurement, and materials management experience in an ERP or MRP environment within the food industry is preferred. Must be able to handle multiple tasks and projects simultaneously.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Possess the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a fast paced, dynamic environment. Ability to interpret a variety of information/instructions provided in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include both near and far correctable to be able to read reports and function in a

warehouse environment in a safe manner. Forklift/material handling equipment operation and training skills is a plus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is moderate.

Please apply in person at address below or send a resume to hr-tucson@faribaultfoods.com.

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