

ELLINGSON

Plumbing, Heating, A/C & Electrical

Job Title: Materials Manager
Department: Operations
Location: Alexandria, MN

Position Summary:

The Materials Manager is responsible for managing all centralized aspects of materials and procurement/supply chain for the organization, which includes, but is not limited to the following: Sourcing goods and services, materials planning, material handling and warehousing, and shipping/receiving.

The Materials Manager is also responsible for developing and maintaining supplier relationships, which includes negotiation strategies (RFI, RFQ, supplier evaluations, negotiations, awarding bids), and ongoing supplier development (supplier metrics, agreement renewals, and corrective actions).

Overall, the Materials Manager is responsible for establishing and maintaining a world class supply chain organization using industry best practices while following Ellingson's Company Values.

Leadership/Supervisory Responsibilities:

- This position manages procurement and warehouse staff.
- Develops departmental goals and imperatives.
- Assist in the development of individual goals.
- Assist in the development of strategic plans.
- Perform employee performance evaluations.

Technical Responsibilities:

- Develop, implement and manage a cross-functional and fully integrated planning process that incorporates capacity planning, scheduling, inventory and cost controls.
- Perform analysis of customer demand, sales forecasts and historical material usage to develop and execute a procurement strategy.
- Coordinate with cross-functional business teams to develop the best economic strategy for project planning to support demand.
- Establish and implement methods and best practices related to the systems and processes that support inventory forecasting, purchasing, and material control.
- Establish and implement methods and best practices related to the systems and process that control inventory, in all locations, including the mobile fleet.
- Prepares project delivery reports by collecting, analyzing and summarizing information and trends and uses information to proactively communicate potential supply disruptions.
- Develop and execute a sourcing strategy to meet the company's business growth and sourcing requirements.
- Identify, develop and manage effective relationships with existing and potential suppliers of goods and services to meet the established cost, quality, service and delivery targets.
- Establish, implement, and manage systems to evaluate, monitor and report supplier scorecard performance.
- Adhere to established company policies, procedures, terms and conditions and legal matters.
- Coordinate and work with business development, estimating, project management, fabrication and field operations to continuously improve on-time delivery metrics by establishing and monitoring schedules to proactively identify and address any issues.
- In coordination with Finance, is responsible for inventory accuracy by implementing and managing an inventory control system, which is capable of identifying discrepancies in inventory counts and taking corrective action.
- Achieve financial objectives by working with the management group to prepare the materials budget, schedule expenditures, analyze variances and initiate corrective actions.

- Participate as a member of the operations team in making cross-functional operational decisions.
- Participate in problem solving meetings to resolve quality issues working with both internal and external resources.
- Collaborate with business development, estimating, project management, fabrication and field operations to achieve cost reduction targets.
- Maintain a safe and healthy work environment by implementing, maintaining and aligning company policies that adhere to local, state and federal environmental, health and safety regulations.
- Oversee the warehouse and tool crib layouts and organization.
- Will create Item Records and Purchase Orders
- Establishes and maintains internal controls and reporting systems which provide accurate and timely information for financial analysis.
- Negotiate contracts, pricing discounts and pricing agreements with suppliers and vendors with an emphasis on maximizing the company's funds.
- Oversight of processing of purchase orders.
- Oversight of standardizing company warehouse inventory levels.
- Oversight of standardizing company fleet inventory and organization of van stocking locations.
- Stay current on methods, technology, universal parts, tools and equipment offerings.

Preferred Qualifications:

- Proven working experience in materials management and procurement.
- Ability to develop and maintain professional relationships at level within and outside the organization.
- Ability to develop and execute plans to deliver results.
- Ability to develop, monitor and improve departmental metrics.
- Excellent active listening, negotiation and presentation skills.
- Interpersonal skills to develop relationships throughout the company, customer base, supplier portfolio and community.
- Maintain and provide current understanding of industry best practices and technology trends.
- Identify tools, processes and metrics to optimize supplier value.
- Leads by example and motivates people so as to create a challenging, empowering, and collaborative working environment.
- Good technical writing, documentation, and record keeping skills.
- Good analytical problem solving ability.
- Ability to contribute in a cross functional collaborative environment.
- Financial skills including cost modeling, cost analysis, make vs. buy analysis.
- Ability to leverage metrics and other tools to drive supplier performance.

Required Education and Experience:

- Bachelor's degree in related field.
- +5 years of experience in purchasing and sourcing.