Material Management Coordinator

Sample Job Description

Job Title: Material Management Coordinator

Reports to: Material Manager – Functional

 WorkFace Planning Lead - Matrix

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

The Material Management Coordinator is responsible to support the execution of work by coordinating the allocation and delivery of materials to satisfy the needs of the IWP’s.

Working with the material management database the Material Management Coordinator will align the received materials with the proposed IWP’s in order of priority (set by execution date). This shows the WorkFace Planners which IWP’s are executable and produce a list of material shorts for each IWP four weeks prior to execution.

The Material Management Coordinator produces a material take off for each IWP and give this information to the material management staff so that they may prepackage materials into IWPs.

The WorkFace Planners produce material requests 1 week prior to the Required at Site dates and the Material Management Coordinator will pass on the request to the material management staff.

Essential Duties (Roles and Responsibilities)

* Provide an accurate assessment of which IWPs can be built based on the material received
* Enable the material delivery system by identifying IWPs prior to their request for delivery
* Work with the WFPs to develop a process for coordinated material delivery
* Coordinate alignment between the Material Management group and the WorkFace Planners.