

Materials Profession Job Descriptions

The following job descriptions offer only possibilities based on my experience and cover the main emphasis of the documents. Use your own creativity to enhance or update these as your company requires. Documents in this Appendix:

- Materials Manager
- Master Scheduler
- Warehouse Manager
- Buyer/Planner

Title: **Materials Manager**

Scope of work Planning, management and control of all materials and inventory in support of the manufacturing operations. Includes control of data accuracy and turns as well as levels of material.

Org. Structure Normally reports to the Plant Manager, VP of Operations, or GM. Can have purchasing and/or master scheduling reporting to them in small to medium sized organizations. Larger organizations may have purchasing and/or master scheduling as separate entities.

Measures for Success

- Leadtime to customers
- Lot size through production
- Rules of engagement with Customer Service
- Inventory turns
- Days of inventory on hand
- Inventory balance accuracy
- Accuracy of schedules
- Material availability
- Management of obsolescence
- Supplier performance
- Materials and purchasing measurements and performance

- Customer service
- PPV (purchase price variance)

Specific Duties The following list represents a partial accounting of possible duties the materials manager would be involved in.

- Managing the corporation's inventory assets
- Supporting new product introductions
- Supporting engineering changes involving materials
- Managing the ERP business system item master
- Maintaining company skills on the ERP system
- Working with suppliers to maintain quality and delivery
- Developing supplier partnerships
- Maintaining company schedules
- Sourcing components
- ERP and Lean training
- Manages the ABC stratification process for the company

Title: **Master Scheduler**

Scope of work Management of the master schedule and operations plans for the business. Coordinating new product introduction schedules. Liaison between Sales and Production. Rules of engagement between sales and production.

Measures for Success

- Master schedule accuracy to clear-to-build schedule at or above 95%
- New product introduction schedules
- MTS stock to plan
- MTO backlog to plan
- Schedule stability
- Customer service at or above 95%

Org. Structure Normally reports to the Materials Manager. In small to medium companies the master scheduler can report to the Plant Manager, VP of Operations, or GM.

Specific Duties The following list represents a partial accounting of possible duties the master scheduler would be involved in.

- Developing and updating the rules of engagement between sales and production management
- Managing the top level schedule for MTS, ATO, MTO, and ETO products as well as service requirements for components

- Manage the PM scheduling according to maintenance department input
- Manage the schedule taking into consideration changeover costs
- Prepares the operations plan for the S&OP process
- Often leads the weekly demand review
- Often leads the weekly performance review meeting
- Is responsible for the weekly clear-to-build process

Title: **Warehouse/Inventory/Shipping Manager**

Scope of work Managing the accuracy, condition and timeliness of receiving, storage, organization, distribution and shipping of inventory and finished goods per directives from the materials and customer service departments.

Measures for Success

- Location balance accuracy at or above 95%
- Storage 5-S (Housekeeping and workplace organization)
- Picking accuracy and efficiency
- Short cycle time for dock-to-stock material availability
- On time delivery internally
- On time shipping externally

Org. Structure Normally reports to the Materials Manager. Sometimes in larger organizations there is a separate shipping department manager on the same level, dividing the duties.

Specific Duties The following list represents a partial accounting of possible duties the warehouse manager would be involved in.

- Cycle counts, root cause analysis and accuracy
- FIFO (first in first out) required in many organizations
- Often has maintenance responsibility for material handling equipment
- Timely delivery of stored materials to appropriate cells as needed

- Management of point of use inventory storage areas
- Provides proper sized and located inventory storage areas
- Provides proper material handling equipment for application

Title: Buyer/Planner

Scope of work Plans material and component availability according to MRP signals driven from the master schedule or signals driven from pull signals from the factory floor or direct from customers. Lets POs to suppliers and manages the daily scheduling and delivery of same either through web links or other means of communication.

Measures for Success

- Schedule maintenance up to date
- No past dues
- Schedule accuracy
- Supplier delivery performance
- Material availability
- Signals answered in timely manner
- Clear-to-build component availability

Org. Structure Normally reports to the Plant Manager, VP of Operations, or GM

Specific Duties The following list represents a partial accounting of possible duties the planner/buyer would be involved in.

- Attends the Clear-to-build for material availability assurances
- Answers signals from MRP
- Communicates supplier issues back to master scheduling

- Liaison between materials and purchasing
- Keeps track of supplier risks to the business
- Maintenance of open POs
- Reacts to kanban signals from the floor as required