



6115 Thirteen Mile Road Warren, MI 48092

[eckhartusa.com](http://eckhartusa.com) Phone: 586 722 2902

## Materials Coordinator

**Department:** Manufacturing  
**Reports To:** Production Supervisor  
**FLSA Status:** Non-Exempt  
**Updated:** 04.04.18

Working at Eckhart is an opportunity to directly impact the future of American manufacturing. We strive to improve the lives of the men and women who partner with us by developing and integrating custom engineered manufacturing solutions that enhance life and contribute to improved safety, efficiency, and product quality for our customers.

Eckhart invests in people because we believe it is our people who differentiate our solutions and our company from our competitors. For over 40 years our company has committed dedicated creative minds to conceptualize and design custom manufacturing solutions for industry. Our customers span automotive, aerospace, steel, industrial machinery, commercial construction, household appliances, and farm machinery & heavy trucks. We thrive solving our customers' most difficult problems and find satisfaction when customers receive safe and efficient turn-key solutions.

### Description

Materials coordinator will play a role in shipping and receiving, inventory control, kitting for assembly of AGV's, and coordinating transportation for deliveries. Coordinates and expedites flow of materials, parts, and assemblies between sections or departments, according to production and shipping schedules or department priorities, and compiles and maintains manual or computerized records. Reviews production schedules and related information and confers with department supervisors to determine material requirements to identify overdue materials and to track material. A self-starting personality and the ability to communicate well and adapt within guidelines to satisfy the customer are critical. Materials coordinator must have a working knowledge of mechanical principles and the understanding of diagrams, layout drawings, and engineering specifications. Our goal is not to meet expectations. Our goal is to exceed expectations and ensure our customers receive an exceptional experience at Eckhart.

### Essential Duties and Responsibilities:

- Receive all packages and determine if they are for a job or inventory.
- Log into IPOS and physically take parts to yellow carts, place on spare parts table or put away in inventory cages.
- Process all rfp's and pull parts to kit yellow carts, for spare part orders or project managers jobs (typically mag tape, etc).
- Label and package up spare parts orders that are ready using shipper and any coordinating paperwork provided by the Spare Parts and Service Coordinator.
- Verify inventory counts whenever parts are added or released to maintain inventory accuracy.

# ECKHART

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- Operator a forklift to load and unload trucks, take heavy inventory up and down, and to be able to lift heavier items.
- Schedule shipping via UPS, Fedex, and trucks.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be professional, proactive and positive, with internal and external customers and coworkers. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High School diploma or GED equivalent. Minimum 3 years of job related experience and/or training is required.

### **Tool Requirements**

Must own tools required to perform job duties.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is occasionally required to perform light physical activity. The employee must occasionally lift and/or move 30+ pounds. Specific vision abilities required by this job include close vision and depth perception.

### **Technical Skills**

- Ability to read and understand mechanical and inventory levels.
- Ability to use hand/power tools and possess basic understanding of machining tools.
- Working knowledge of personal computer, keyboard, and various software programs.
- Working knowledge of manufacturing processes.
- Ability to quickly learn ERP software

### **OTHER SKILLS AND ABILITIES**

- Strong interpersonal skills.
- Good verbal and written skills.
- Proven organizational skills.
- Ability to prioritize and work with limited supervision.
- Ability to explain how and why specific conclusions were reached.
- Ability to maintain confidentiality.
- Ability to work well under pressure and to remain flexible to changing schedules and demands.