

# Materials Specialist: Materials Specialist I

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Supports a team-based material organization. Performs activities in a variety of cross-functional areas including materials planning, total quality management, procurement, supplier quality assurance, supply chain, materials systems, customer service, etc. The incumbents may facilitate self-directed work teams, provide training in "core skill" areas to teams and peers and interact with internal customers and suppliers with respect to product planning, problem resolution, and process improvement. Incumbents are generally experienced in one or more areas of the material function.

## **Knowledge**

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

## **Problem Solving**

Solves routine problems of limited scope and complexity following established policies and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific detailed instructions.

## **Impact**

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

## **Liaison**

Contacts are primarily with immediate supervisor and other personnel in the section or group.

## **Work Products (Examples may include but are not limited to)**

Prepare material cost estimates. Maintain and control material budget for assigned programs. Ensure on-time delivery performance.

## **Minimum Education and Experience**

1+ years of directly related experience with a Bachelor's Degree in Supply Chain, Business or a related field. Basic MS Word, PowerPoint and Excel skills. Knowledge of MRP systems software.