

# Materials Specialist: Materials Specialist II

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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**

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.

## **Problem Solving**

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

## **Discretion/Latitude**

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

## **Impact**

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

## **Liaison**

Frequent internal company and external contacts. Represents organization on specific projects.

## **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**

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