

# Materials Specialist: Materials Specialist III

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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**

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices. Basic knowledge of engineering design.

## **Problem Solving**

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

## **Discretion/Latitude**

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

## **Impact**

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

## **Liaison**

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations. Negotiates with suppliers.

## **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**

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