



Position: Materials Manager

Location: Arlington, TX

Description/Tasks:

Directs and coordinates activities of personnel engaged in purchasing, accounts payable, shipping and receiving, and shearing department, equipment, machinery, and supplies in the organization by performing the following duties:

Qualifications:

- Education/Experience/Training-Prefer 2-year degree with minimum three years' work-related experience and/or training; or equivalent combination of education and experience. CPIMI training or certification preferred.
- Responsible for the purchase of all stock, non-stock material and hardware for production orders as well as all shop and office consumables.
- Negotiate long term contracts to ensure competitive pricing and quality from material suppliers, LTL freight lines, shipping supplies, shop consumables and services, office equipment and supplies.
- Responsible for the performance of all material vendors which includes the qualifying of potential new vendors for the purpose of maintaining a superior workflow thru the manufacturing process as well as the expediting of orders thru these vendors when required.
- Responsible for ISO-9001 compliance with the record keeping of all P.O.'s, internal & external auditing of vendors and the record retention.
- Assist the Process Engineering and Customer Service department with material costing and sourcing.
- Experience in metal forming industry and stamping, with knowledge of welding, fabrication, machining and fixturing.
- Ability to read and understand engineering prints/documentation.
- Strong working knowledge of Excel, Word.
- Excellent oral and written communication skills; ability to communicate, read and comprehend information effectively.
- Team player and ability to work under pressure.
- Follow proper procedures and instructions to ensure quality and safety.

Contact: Submit resume to: hrcorp@daytonrogers.com