

## Materials Manager

### Want to join an exciting high-value, high-tech manufacturer?

*COTSWORKS, INC. is a leader in the Industrial, Military, and Aerospace fiber optics and networking market and is seeking individuals who want the opportunity to work with good people and for a growing company that recognizes the importance of work-life balance, offers a great work environment, competitive pay and benefits, and opportunities for career advancement.*

### Come join the team at COTSWORKS!

COTSWORKS designs and manufactures rugged optical components and subsystems to operate in harsh environments. Our products are utilized worldwide in commercial and military aerospace, military tactical, oil and gas, and other industrial markets. Founded in 2006, the company, headquartered in Cleveland, Ohio, supports the Americas and Asia – while COTSWORKS' GmbH, located in Fulda Germany, supports Europe and the Middle East.

For more information, please check out our website at <http://www.cotsworks.com/careers/> to view all of our current position openings or connect with us on LinkedIn.

### JOB SUMMARY

The **Materials Manager** is responsible for overseeing the planning, procurement, storage, control, and distribution of materials and products according to Company needs and customer requirements. This role also is responsible for the procurement (sourcing, negotiating, and buying) of goods, materials, and services to meet the Company's operational requirements. The individual in this role has management responsibility for a team that supports purchasing, inventory control, shipping and receiving, and materials storage. The Materials Manager must exercise sound and independent judgment when considering price, quality, and delivery to ensure continuity of supply based on MRP requirements.

### JOB RESPONSIBILITIES

The following outlines basic duties and responsibilities which are not intended to be all-inclusive:

#### Planning and Execution

- Develops ideas and strategies to continuously improve operational efficiency and add value to the business through effective supply chain management practices.
- Monitors market trends, competitor strategies and market suppliers to facilitate decision-making and planning that may affect the supply and demand of needed products and materials.
- Manages risks that could prevent the organization from meeting customer demands or addressing over capacity concerns relative to goods, materials, and schedules.
- Collaborates and negotiates with stakeholders and suppliers regarding new projects and supply chain initiatives.

#### Procurement & Supplier Management

- Develops innovative processes that directs procurement and supply chain management activities (i.e., schedule delivery of materials, supplies, and equipment).
- Manages the purchase of goods, materials, components, or services in line with targets for cost, quality, and delivery.
- Applies negotiation and procurement best practice methods to improve prices and terms of business with suppliers.
- Explores and evaluates opportunities to reduce costs or provide alternate sources for goods and materials.
- Oversees vendor criteria, selection, and management of production, prototype, R&D, and service type of suppliers.
- Appraises suppliers' contract compliance to ensure business terms and performance expectations are met.
- Manages corrective actions for suppliers and ensures improvement with Quality and Operations.
- Assesses tenders and quotations from potential suppliers and works with suppliers to resolve price, quality, delivery, or invoice issues.

#### Production and Inventory Control

- Directs production planning and scheduling based on sales orders/forecasts and production floor planning.
- Maintains accurate inventory levels to ensure deliveries occur within customer timelines.
- Manages and monitors storage of purchased parts and finished goods utilizing cycle counting best practices.



- Facilitates the effective function of the department by recommending improvements in materials management methods, equipment, operating procedures and working conditions.
- Establishes procedures and leads year-end physical inventory.

#### **Material Distribution**

- Oversees shipping and receiving functions related to purchased parts and finished goods.
- Identifies opportunities to reduce transportation costs and charges.
- Applies appropriate supply chain standards based on our industry requirements.

#### **Personnel Management and Development**

- Leads, plans, and supervises the daily activities of employees within the department.
- Translates departmental objectives into individual performance expectations to achieve departmental metrics.
- Facilitates a work environment that motivates, empowers, and builds team spirit, cooperation, and morale.
- Identifies and encourages employee training and cross-training that support their effectiveness in the job.
- Conducts performance evaluations that are timely, constructive and in accordance with company guidelines.
- Provides a safe working environment for all employees by applying all company-defined safety practices.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- BS degree in Supply Chain Management preferred or equivalent education or experience required.
- Five (5) years of experience in Material management, purchasing, planning and inventory control.
- Two (2) years of experience in an ISO9001 or AS9100 environment and working in an electronics environment.
- Two (2) years of experience supervising and managing a team.
- Strong background in business systems and logistics.
- Understands aerospace and industrial requirements of the industry.
- Working knowledge of computer and manufacturing software (i.e., MPS/ERP systems).
- Highly proficient in reading, writing (i.e., proposals), verbally communicating, and presenting to various audiences.
- Analytical orientation, critical thinking, and problem-solving skills.
- Technological understanding consistent with the products being manufactured.
- Ability to demonstrate effective interpersonal and leadership skills.
- Highly skilled at building and maintaining effective and productive relationships with key stakeholders (internal/external), diverse groups and suppliers in a collaborative manner.
- Conducts oneself with a high-level of professionalism and personal integrity.
- U.S. citizenship required.

### **BENEFITS:**

- |                                       |                       |                         |
|---------------------------------------|-----------------------|-------------------------|
| • Paid Vacation and Paid Sick Leave   | • Paid Parental Leave | • Paid Holidays         |
| • Medical Coverage                    | • Dental Coverage     | • Vision Coverage       |
| • Short-Term and Long-Term Disability | • 401(k) Plan         | • Tuition Reimbursement |

**REQUIRED:** All candidates **must** be **U.S. citizens (no green card or visa)**. Candidates must be willing and able to pass a background check and drug screening to be considered for a position at COTSWORKS, INC.

COTSWORKS is proud to be an EEO employer M/F/D/V. We are simply looking for honest, ethical, and hardworking individuals who are eager to work in a fast-paced, team-based manufacturing environment.