



## **Material Coordinator**

### **SUMMARY**

Coordinates and expedites flow of materials, parts, and assemblies between sections or departments in a manner that add value to the company by performing the following duties.

**DUTIES AND RESPONSIBILITIES** include the following.

- Performs such tasks as material handling, receiving inspection, inventory control, expediting, line loading, and material tracking, auditing and troubleshooting.
- Expedites materials through the warehouse to support production and spares requirements—moves parts, components, assemblies, and other company products or resources into and out of storage, production, and holding areas. Locates and moves miss-directed or lost material.
- Ships and receives, stores and moves material using motorized and manual material handling equipment, hand tools such as utility knife and hammer and other equipment. May be required to obtain a commercial driver's license with appropriate endorsements.
- Identifies and corrects material discrepancies.
- Reviews status reports to determine priority for parts.
- Performs cycle count duties as required.
- Interfaces with requirements planning, manufacturing, quality, purchasing, tooling, and others to prevent schedule delays by pulling orders and fabrication request to ensure timely delivery of parts to production.
- Prepares paperwork or computer input that documents the location, conditions and status of material in order to track or report status.
- Trains teammates in material handling, expediting, material, and production control systems.
- Performs other administrative and clerical tasks such as typing, filing, copying recording and reconciling reports as required.
- Other duties may be assigned.

### **SKILLS AND ABILITIES**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- The ability to understand and follow instructions and the ability to concentrate is required.
- Excellent written, verbal, communication and interpersonal skills.
- The ability to get along with others or to be part of a team.
- Access to Export Control Information.
- Regular attendance at the worksite.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED); and six (6) months' work related experience and/or training; or equivalent combination of education and experience.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee (s) will be required to follow any other job-related



instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contracts, implied or otherwise, other than an “at will” relationship.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Haz -Mat Certification – International Airline Transportation Association (IATA) is desired

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

- This position is designated by the employer to be a safety-sensitive position.
- Work performed in an office and factory settings.
- Exposure to shop environment such as noise, dust, odors and fumes.
- Occasionally required to lift up to 20 lbs.
- Regularly required to sit, stand, bend, reach and move about facilities.

*A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.*

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