	<h1>Materials Management Manager</h1> <h2>Job Description</h2>		<b>Document Number:</b> JD-SS-08.03
	<b>Department:</b> Materials Management	<b>Effective Date:</b> November 28, 2016	<b>Revision No</b> 0

### I Reason for Existence

The Materials Manager is responsible to manage the four functional areas of the position namely, Purchasing, Asset Management, Safety and Security and Facility Administration. He /She is expected to:

- Manage materials flow, maintain and control transactions, inventories, planning, scheduling, receiving and shipping to ensure that customer orders are fulfilled on time.
- Manage and monitor fixed asset movements
- Develop and promote safety and security awareness and practice
- Develop plan in improving and maintaining use of space, building and grounds and utilities.

### II Immediate Leader

Reports to the Senior Vice-President / Chief Resource Officer / Chief Finance Officer

### III Duties and Responsibilities

1. Develop and manage supplier relationships.
2. Coordinate and work with business unit teams in identifying and planning the materials and equipment requirements to support their operations.

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3. Develop and execute a sourcing strategy to meet the company's growth and sourcing requirements.
4. Identify, develop and manage effective relationships with existing and potential suppliers of goods and services to meet the established cost, quality and delivery targets.
5. Establish, implement and manage system to evaluate, monitor and report supplier scorecard.
6. Participate as a member of the operations team in making cross-functional operational decisions.
7. Work with Finance and Audit teams in monitoring and performing accurate inventory counts of materials and fixed assets, establish policy, procedures, control system capable of identifying discrepancies in inventory counts and taking corrective actions to eliminate future inconsistencies.
8. Establish, promote, and execute safety and security awareness and practice to all employees that adhere to government standards; provide and maintain safe and secure working environment.
9. Work with Business Units to identify current and future operational requirement to come up with a facility design suitable to their operation's future growth initiatives.
10. Establish and implement programs to maintain and improve building, premises and utilities.
11. Prepare management reports.
12. Perform any other function as assigned by his/her immediate leader

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#### IV Minimum Qualifications

1. Bachelor of Science in business, engineering or other related courses.
2. At least 3 years' experience in general and facility management in manufacturing or logistics environment.
3. Working knowledge and understanding of ERP systems.
4. Proficient in Windows-based applications (Word, Excel, and PowerPoint).
5. Good written and oral communication skills.
6. Adept in numeric analysis, has problem solving skills, detail-oriented and improvement-oriented.
7. Possesses organization and time management skills and can manage stress.

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