	<h1 style="text-align: center;">Materials Management Supervisor Job Description</h1>		<b>Document Number:</b>  JD-SS-08.06
	<b>Department:</b> Materials Management	<b>Effective Date:</b> November 21, 2017	<b>Revision No</b> 0

## I Reason for Existence

Under the supervision of the Materials Management Manager, MMD Supervisor is responsible in the day-to-day four functional areas of the department namely; Purchasing, Asset Management, Safety, and Security and Facility Administration. He/She also supervise team members who shall be doing the purchasing function, scheduling, receiving and delivery of items to ensure that customer orders are fulfilled on time. He/She assists in monitoring fixed asset movements, promotes and practice safety and security awareness. And also, He/She supports in developing plans in improving and maintaining use of space, building and grounds and utilities.

## II Immediate Leader

Reports to Material Management Manager


## III Duties and Responsibilities

1. Maintain good supplier relationships.
2. Coordinate and work with different business unit teams in identifying and planning the materials and equipment requirements to support their operations.
3. Execute a sourcing strategy to meet the company's growth and sourcing requirements.

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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. 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. 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. Implement programs to maintain and improve building, premises, and utilities.
11. Prepare management reports and attend leaders meeting regularly or as directed.
12. Perform any other function as assigned by his/her immediate leader

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## IV Minimum Qualifications

1. Candidate must possess at least a Bachelor's/College Degree in Engineering and Business Administration, or equivalent.
2. Excellent command of written and spoken English
3. At least 1-year experience in general and facility management in manufacturing or logistics environment.
4. Proficient in Office Applications
5. Adept in numeric analysis, has problem-solving skills, detail oriented and improvement-oriented.
6. Strong people skills

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