

**D&K Coating Technologies**  
**Job Description**  
**06/21/18**



**TITLE:** Material Coordinator

**DEPARTMENT:** 032

**LOCATION:** Janesville

**Summary of Duties:** Assist in planning of production so that sufficient finish product and raw material levels are maintained at all times. Minimize the production time and costs, by scheduling the facility what to make, when, and on which equipment. Maximize the efficiency of the operation and reduce costs. Assist purchasing in buying necessary materials required in production operation.

**Daily Functions:**

Inventory Management:

1. Monitor product stock levels according to sales forecast.
2. Coordinate necessary replenishment.
3. Assisting in purchasing raw materials according to stock levels.
4. Monitor raw material & finished goods inventory levels.
5. Assisting purchases tracking to ensure on-time delivery
6. Maintain Planning Spreadsheets.

Production Scheduling:

1. Assist with production scheduling.
2. Process change-over reduction
3. Coordinate labor load leveling
4. Communicate delivery dates

Custom Coating Assistance:

1. Process customer orders
2. Coordinate with purchasing ordering necessary raw materials
3. Tracking custom coating customer inventory
4. Assisting with scheduling production
5. Schedule outsourced customer outsource converting
6. Assist on preparing production reports to customers

**Other Responsibilities:**

1. Check and approve invoices with purchasing before forwarding to accounting for payment.
2. Act in a courteous and professional manner at all times.
3. Other duties as may be required by management.

**Education, Experience and Skills Required:**

Qualified Candidates must possess at least one (1) year of purchasing experience as well as excellent mathematical skills. High school education or equivalent. Computer literate and familiar with the MS Office and some Lotus SmartSuite business productivity software (Word, Excel, Word Pro, Microsoft Outlook, Internet Explorer, etc.). Able to adapt in a busy environment to rapidly changing priorities and business needs. Ability to organize daily schedule and work requirements with minimal direction from supervisor.