

Materials Manager Job Description

Duties and Responsibilities:

- Work hand-in-hand with other managers and unit heads within the company to determine the company's supply needs
- Maintain existing relationship between the company and contractors
- Supervise available stock and/or inventory, and also prepare report for company top management or executives
- Oversee the shipping of materials to make sure that they are all in good shape
- Carry out survey and search for credible suppliers that are up to the task
- Negotiate with suppliers, place orders for materials on behalf of the company, and also make sure that orders are delivered as at when due
- Train newly recruited staff within the purchasing unit of the company
- Monitor the distribution of supplies within the company to ensure efficiency
- Maintain well-detailed records of any form of orders and purchases that are made by the company.

Materials Manager Requirements – Skills, Knowledge, and Abilities

- Ability to work as a team member and/or a team leader if necessary
- Good leadership traits
- Good communication and interpersonal skills
- Must possess excellent analytical, negotiation, and problem-solving skills
- Must have an eye for details even the smallest of them all
- Must be proactive in approach to solving problems
- Time management skills are very important in this job
- Thorough understanding of the processes involved in the ordering, procurement, and delivering of supplies
- Bachelor's degree in any logistics or management related field will suffice

- At least 2 years of experience in a unit or position in which procurement and supplies are handled
- Any management-related certification(s) will be welcome.