



# WEBCO HR, Inc.

Let Experience be Your Guide

## **MATERIALS MANAGER – HUNTINGTON BEACH, CALIFORNIA**

### **SUMMARY:**

We are seeking an experienced Materials Manager responsible for managing the procurement, storage, and distribution of materials for a specialty subcontractor's installation, service, repair and E-commerce operations in Huntington Beach.

The Materials Manager is responsible for managing inventory levels as well as ensuring all materials are ordered for just in time delivery to complete projects. The Materials Manager will collaborate with other managers to determine supply needs, purchase supplies and materials according to specifications and demand, as well as coordinate and supervise receiving procedures. This position will provide support to the Operations and Sales Departments.

### **RESPONSIBILITIES:**

- Sales Order Management, which includes the posting SO's to the FishBowl Inventory Management System from sales documents. Track and manage SO's to timely fulfillment. Coordinate with Contract, Operations, Engineering management.
- Purchasing responsibilities that includes preparing purchase orders, solicit bid proposals, and review requisitions for goods and services for accuracy. Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of the company. Purchase raw, semi-finished, and finished materials.
- Materials Management. Ensure all material, parts and products from multiple vendors with varying lead times are available to scheduled time of order fulfillment. Create and manage MO's and WO's.
- Source new products, pricing and vendors. Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Resolve vendor or contractor grievances, and claims against suppliers. Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives. Analyze price proposals, financial reports, and other data and information to determine reasonable prices. Develop and implement purchasing and contract management instructions, policies, and procedures. Formulate policies and procedures for bid proposals and procurement of goods and services. Evaluate and monitor contract

performance to ensure compliance with contractual obligations and to determine need for changes.

- Manage inventory and define products required to be maintained in inventory vs. special order. Analyze market and delivery systems to assess present and future material availability. Manage quarterly and ongoing cycle counts, including travel to Covina Ca facility as needed.
- Manage logistics and all shipping, including export and import, documents and processes. Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits needed.
- Work with & support Operations, Sales, Accounting, e-Commerce and other departments for the timely fulfillment of orders within budget. Coordinate with activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Manage products by maintaining part and product pricing across multiple platforms. Including Fishbowl Inventory Management, ASPDOTNETSTOREFRONT e-commerce (www.ChuteDr.com), Excel, Access, MS CRM and others as needed. Create BOM's, Kits, Assemblies. Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased. Maintain and review computerized records of items purchased, costs, deliveries, product performance, and inventories. Participate in new marketing and sales opportunities, including development of a product finder, content & descriptions.
- Product Development responsibilities that include participating in the development of specifications for equipment, products or substitute materials.

## **REQUIREMENTS:**

- A high school diploma, GED or equivalent.
- A Bachelor of Science degree in Business Administration, Supply Chain Management, Logistics or related field is preferred.
- ERP/MRP software, supply chain and inventory management system experience and proven knowledge of Microsoft Office suite is required.
- Experience with Microsoft CRM and QuickBooks is preferred.
- Experience with FishBowl inventory management software is preferred.
- Experience with e-Commerce Platform – ASPDOTNET Storefront preferred.
- A minimum of 5 years of experience in a similar role working in inventory and materials management.
- Must have experience in all facets of fulfillment, buying, purchasing and materials management for both short term orders, such as ecommerce and long-term construction related projects.
- Experience in job costing and basic accounting skills beneficial.
- Must be detail oriented with great organizational skills and enjoy working in a fast paced ever changing environment with a dedicated team.
- Must have the ability to communicate effectively throughout all levels of an organization.
- Occasional travel to the Covina, California office is required.
- Project management and project management software experience.
- Knowledge of business and management principles involved in strategic planning, resource allocation, production methods, and coordination of resources.

- Knowledge of economic and accounting principles and practices.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of arithmetic, algebra, geometry and their applications; Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Strong critical thinking, problem solving, time management, verbal and written communication skills.
- Must be well organized and detail oriented.

### **PERFORMANCE METRICS:**

- Production volume and accuracy.
- Customer satisfaction.
- Product and method knowledge.
- Proficiency in order management systems and relevant software.
- Communication and business acumen.

### **OPPORTUNITIES:**

- Career growth and advancement opportunities.
- Additional training and professional development provided.

### **COMPENSATION:**

Competitive salary range of \$70,000 to \$80,000 annually, based on experience. Comprehensive benefits package including health insurance, paid vacation, sick days, holidays, and opportunities for professional development and education.

### **THE COMPANY:**

Our client is a growth oriented, privately held, family owned and operated, licensed specialty contractor, service, repair and e-commerce firm located in Huntington Beach. They have been in business for over 80 years and are the leader of the chute industry in customer service and product quality. Products and services include all things related to rubbish and linen chutes. debris chutes. rubbish compactors and recycling systems. The company is multi-faceted, encompassing all areas related to permanent chutes. As a specialty contractor providing installed products to the new construction market. As a manufacturer providing complete chute and ancillary equipment nationally and internationally direct and through distributors. As a repair, service and parts company providing repairs, service (cleaning, maintenance & odor control) contracts and sales of e-Commerce parts worldwide.

**WEBCO HR, Inc.** is an Equal Opportunity Employer

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