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Material controller job description

Senior material controller job description. Offshore material controller job description. Material controller job description-construction. Material controller job description oil and gas.

ROBERT SMITH

Sr. Material Controller

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SUMMARY

Able to communicate effectively with others as a self-starter or as an integral team member with limited supervision. As a problem solver, able to lead by example while exploring creative and innovative ideology.

CORE COMPETENCIES

Microsoft office, Mac friendly.

PROFESSIONAL EXPERIENCE

Sr. Material Controller

Tennant Company - November 2005 – 2019

Key Deliverables:

- Manage commodities to support production and aftermarket customer requirements for North America and global affiliates.
- Evaluate safety stocks and lot sizes to maintain adequate inventory levels.
- Procure material to support new product launches.
- Coordinate the disposition of excess and obsolete materials.
- Participate in the cost of sales projects and engineering changes to minimize inventory and manage existing purchase orders.
- Resolve delivery issues with suppliers using the supplier corrective action process.
- Supplied printing press with needed supplies, including ink paper, oil, grease cleaning solvents Wrote reports on materials used Responsible for basic housekeeping duties.

Material Controller

ABC Corporation - 2003 – 2005

Key Deliverables:

- Examine documents, materials, or products and monitor work processes to assess completeness, accuracy, and conformance to standards and specifications.
- Confer with department supervisors or other personnel to assess progress and discuss needed changes.
- Confer with establishment personnel, vendors, or customers to coordinate production or shipping activities and to resolve complaints or eliminate delays.
- Record production data, including volume produced consumption of raw materials, or quality control measures.
- Requisition and maintain inventories of materials or supplies necessary to meet production demands.
- Compile information, such as production rates and progress, materials inventories, materials used, or customer information, so that status reports can be completed.
- Contact suppliers to verify shipment details.

2259 Oak Street, Old Forge, New York, 13420

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Piping material controller job description. Material controller assistant job description. Project material controller job description. Material controller job description resume. Material controller staff job description. Production material controller job description. Job description material controller engineer.

Key duties/responsibilities for project controller

1. Oversees, identify plan deviations and recommend resolution for project manager.

2. Monitor performance and determine improvement areas by developing key performance indicators for critical department metrics.

3. Complete all fee agreements to support capital transaction project delivery.

4. Create and execute internal controls and offer internal Auditor services to assure controls.

5. Maintain current and forecasted Cash Flow data when compared to projected Cash Flow.

6. Manage project accounting databases to ensure timely security and control.

7. Offer direct financial consultation with project team, internal financing department, subcontractors and joint venture owners.

8. Ensure financial information accuracy between program level and subsequent reporting.

9. Support Project Management Office Supervisor in project financial management and financial reporting.

10. Administer and coordinate routine contract work using prescribed and standardized services.

11. Conduct cost variance analysis and schedule against baseline values through PMB Earned Value Measurement technique.

Materials Controller Job Description 4.5 171 votes for Materials Controller Materials controller provides on the job training to new hires and less experienced personnel in materials and warehouse processes and basic materials management SAP transactions. To write an effective materials controller job description, begin by listing detailed duties, responsibilities and expectations. We have included materials controller job description templates that you can modify and use. Sample responsibilities for this position include: Have an understanding of the principles of framework procurement and experience within the most current forms of procurement Delivery of the annual procurement budget (\$1B) through collaboration with Procurement Plan, expedite and monitor all product under his/her responsibility using SAP Lead the finance agenda in the Raw materials stream (annual spend of ~\$1.0B) by partnering and influencing the Procurement team to ensure the delivery of financial goals Develop and coach a highly effective Procurement Finance team (Genpact), that delivers on each of the key accountabilities of Decision Support, Forecasting, Performance Management and Financial Controls Pricing analysis (pre and post evaluation) of contract changes & supplier negotiations with procurement team Commodity & Currency accounting and analysis, driving discussion and flagging of issues to Procurement business partner, Head of supply chain finance in relevant geographies and Categories Commodity sensitivity analysis communicated to relevant Category, Head of Supply Chain Finance, Head of Operations and regional procurement team Analysis of the insights and assumptions that underpin the forecast and communicate changes through the business, including the relevant Category, Procurement and Head of supply chain finance Development and tracking of the ProductivityPPV forecast communicated and discussed with Head of Procurement, Head of Operations & Head of supply chain finance Materials Controller Qualifications Qualifications for a job description may include education, certification, and experience. List any licenses or certifications required by the position: IATA Typically a job would require a certain level of education. Employers hiring for the materials controller job most commonly would prefer for their future employee to have a relevant degree such as Bachelor's and University Degree in Business, Engineering, Technical, Construction Management, Finance, Business/Administration, Management, Mathematics, Computer, Economics Desired skills for materials controller include: Warehousing and logistics within the oil and gas industry Legislative requirements for onshore and offshore materials management Planning and job card management processes as utilized with a construction environment Stock keeping and materials control Desired experience for materials controller includes: Maintains inventory levels of materials by procuring commodities, equipment or supplies for Residence Life Custodial using departmental computer program Prepares requisitions for purchases Prepares supply areas for yearly inventories Helps conduct yearly supply inventory Maintains Residence Life Custodial expenditures and performs daily data entry for such expenditures Prioritizes work load to meet the purchased material needs of Residence Life Custodial Materials Controller Examples Our innovative and growing company is looking for a materials controller. To join our growing team, please review the list of responsibilities and qualifications. Responsibilities for materials controller Organise the manufacturing of test specimens and rig components, along with the associated procurement activitiesTo ensure, by working with the IMG Procurement function, the Production Manager and by attendance at the weekly planning meeting, adequate supplies of raw materials, intermediates and empty drums, IBCs etc as required by the production planKeeps main custodial supply locations clean, organized and securedMaintains equipment data base to include warranty informationMaintains and distributes Material Safety Data Sheets books for Residence Life CustodialInspects and verifies deliveries and reconciles invoice, checking cost and amount delivered vsissues, distributes and picks up materials, supplies, soiled linen, clean linen and equipment to staff in residence hallsMaintains a variety of records, such as inventory costs, retail prices, quality and quantity on hand in Excel and other departmental databasesPerforms some housekeeping tasks such as vacuuming, light cleaning as requiredMaintains par level for pandemic supplies Qualifications for materials controller Co-ordination of third party inspection requirementsReview site material control manpower plan and ensure adequate positions and numbers are identifiedResponsible for the discipline and good timekeeping of supervised personnelConduct AMUSE awareness presentations to owner, construction field supervision, contractors and material control personnel at siteContinually check the information obtained from home office Project Materials Control, suppliers and freight forwarders, urging action on items overdue or in danger of becoming overdueEnsure that all deliveries are inspected on arrival and that the quantities are as specified on the Material Movement Ticket and packing list, and the quality is as specified on the Material Requisition in conjunction with specified international, national, project standards and specifications Our innovative and growing company is looking to fill the role of materials controller. Please review the list of responsibilities and qualifications.

Controller job Description and its requirements

The controller has a big role in the company. They are accountable for the accounting operations of the company such as the production of the periodic financial reports and maintenance of an adequate system. Besides, they also will enhance the accuracy of the company's reported financial results. Therefore, you need to create a controller job description that will help you to get the best candidate.

The controller job description templates

Since it has a big role in the company, you need to be careful to choose an experienced controller. The experienced controller will be responsible for the accurate and timely financial management of the organization. The scope of the controller position is much larger in a small business because they also will be responsible for cash management and risk management.

Besides, in a larger company, the controller also will have additional responsibilities to the measure and chief financial officer. Moreover, they also will enhance the accuracy of the company's reported financial result.

The successful controller usually has responsibility for accounting operations. They also will have production of periodic financial reports to maintain the accounting reports.

The responsibilities of the controller

As a controller, you will have some responsibilities to know. Some controller responsibilities descriptions are:

- Improve the internal control guideline, policies, and also procedures for budget accounting, cash and credit management
- Work together and directed the budget, procurement, investment activities and also financial planning
- Make sure the compliance with state and federal regulatory requirements and also professional standards
- Start and maintain financial control with the accounting department
- Prepare and offer financial reports and risk analysis
- Make a schedule for budget
- Lead the financial decisions by starting, monitoring, and also enforcing the policies and procedures
- Give the support for the management, particularly in the commercial and financial matters
- Make a report to help the senior leadership understanding the company financial

The requirements of the controller

To be a controller, you also need to fulfil the requirements. Some controller requirements descriptions are:

While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent. Responsibilities for materials controller Maintain adequate supplies of warehouse in-direct materials, dunnage, consumables, , to meet site requirements, whilst ensuring that stocks are not excessive thus unduly increasing project costsVerifies stock availability STO's for Aftermarket parts and SaukvillePerforms audits both on locations and materials to include lost partsExpedites hot orders for customers and parts needed for Service and SaukvilleProcess and prepare appropriate shipping/receiving paperworkWork with Aftermarket part coordinators to ship emergency orders from MoseUpdate and maintain spreadsheets for STO'sImplement and drive continuous improvementsSupport efforts to drive cost & lead time reductionConduct and improve forecasting activities and methods in order to maintain effective inventory levels Qualifications for materials controller Maintain materials traceability back to material certification from materials receipt up to issue to contractorBA or BS degree in Purchasing, Business, Supply Chain, Construction Management, Engineering, or Technical or related fieldHold a minimum of C.C.S.E (or equivalent) grade C in English and MathematicsKnowledge in supply chain/ master planning and ERP systemsCulturally sensitive in operational working environmentBasic understanding of Material Control functions Our company is looking for a materials controller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience. Responsibilities for materials controller Develops and maintains documentation and procedures for demand planning processes and systems to ensure that material needs and requirements are effectively metPrepares and reports forecast and inventory measurement to communicate it to CSL managementProvides Lead Time (LT) analysis and recommends forecasted material ordering based on Operations & Maintenance plans in order to ensure timely availability of material requirementsDevelop and maintain good working relationships with wider business and Logistics suppliersIdentify tools, processes and metrics to optimise valueFollow HS&E procedures and instructionsFollow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent mannerContribute to the identification of opportunities for continuous improvement of section systems, processes and practices taking into account improvement of business processes, cost reduction and productivity improvementDevelop and maintain documentation and procedures for demand planning processes and systems to ensure that material needs and requirements are effectively met Qualifications for materials controller Demonstrated use of equipment such as buffers, extractors, scrubbers, power washers, vacuums and carpet cleaningMust be able to work under team environmentPrepare and report forecast and inventory measurement to communicate it to BEP JV managementBe degree qualified or have relevant professional experience in Supply Chain/ Logistics/ MaterialsHave a strong up to date technical knowledge of materials and industry best practice in all aspectsBe technically proficient with a good understanding in other areas in the Logistics and have the professional credibility to engage and inspire others Our company is searching for experienced candidates for the position of materials controller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume. Responsibilities for materials controller Maintains inventory levels of materials by procuring commodities, equipment or supplies for using departmental computer programMaintains Housing Custodial Services expenditures and perform daily data entry for such expendituresPrioritizes work load to meet the purchased material needs of Housing Custodial ServicesMaintains and distributes Material Safety Data Sheets books for Housing Custodial ServicesPerforms related duties as assigned or required to meet Housing & Residential Life and University goals and objectivesMay also oversee craft personnel on a direct hire project under the direct supervision of discipline superintendentSaving and Value Optimization projects, including savings analysis & discussion of definitions & criteria with both local and regional business partnersApproval and governance of productivity projects at the regional level (~\$60MM in savings p.a) including system updationActive participation in the regional Commodity & Pricing meetingsMonthly presentation and discussion with relevant purchase tower, giving advice regarding subsequent commodity pricing impacts to category P&L and overall business and potential action plans Qualifications for materials controller Ability to drive a large box truck with lift gateExperience using Excel, Word, Access and Microsoft OutlookHousing & Residential Life is a security sensitive department and this position requires a finger-print criminal background checkDemonstrated extensive hands-on experience with Microsoft Access, Excel, Word and OutlookSafety non-slip shoes preferredMinimum of five (5) years relevant experience without a degree Our innovative and growing company is looking for a materials controller. If you are looking for an exciting place to work, please take a look at the list of qualifications below. Responsibilities for materials controller Analysis and monitoring of productivity effectiveness by review of the productivity tracker and PPV resultsManage the receipt, dispatch and secure, traceable storage of materials and components received from our customers and suppliers, taking ownership of the good inward and specimen/materials storage areasProduction of basic computer aided design drawings to provide material cutting plans, test specimens or rig components, meeting relevant standards and our own expected high engineering standards and specificationsPerforming and recording the inspection of manufactured items, ensuring that they meet the requirements specified on associated drawingsWorking as part of a team with multi-disciplinary engineers and scientists - mechanical, electrical/C&I etcSupporting other related activities across MSSl, including raising of purchase requisitions and liaising with suppliersMaintaining all lifting equipment, and ensure platform operates within LOLER Regs with regards management of certified lifting equipmentActing as rigging loft co-ordinator and lifting co-ordinator under LOLER RegsPrepare computer based lifting plans for all lifting activities ensuring compliance with LOLER RegsCarrying out rigging work activities as and when required Qualifications for materials controller At Mondelēz we work together to create brands people loveBy providing financial leadershipEnsure performance measurement and management reporting (support from Genpact)Provide forecasting, financial control and commercial decision support and would require combination of strong financial skills and influencing abilityFollowOr in resale buy environment Related Job Descriptions Material controllers are responsible for the movement of goods within an organization or company. They ensure that products and materials are delivered to the right place at the right time, and they may also be tasked with tracking these items as they move through the supply chain.Material controllers typically work in a fast-paced environment where accuracy and attention to detail are critical. They must be able to multitask effectively while paying close attention to details on multiple screens at once. Material controllers have a wide range of responsibilities, which can include: Ensuring that product quality standards are met by selecting materials that meet specifications and rejecting those that do notCoordinating with suppliers to ensure that materials are delivered on time to the correct locationMonitoring inventory levels and ordering additional materials as needed to ensure that supply does not run outCoordinating with production staff to ensure that materials are available when neededAssisting in planning for future material needs by developing and maintaining a forecast based on historical data and future plans for growth or expansionReviewing invoices for accuracy and ensuring that payments are made on timeCalculating and verifying material costs for invoicesPreparing reports on material inventories and costs for internal use by company managementPreparing purchase orders for raw materials based on supplier price quotes Duties may vary depending on the industry and type of business The salary of a controller can vary depending on their level of education, years of experience, and the size and industry of the company. They may also earn additional compensation in the form of bonuses. Median Annual Salary: \$67,500 (\$32.45/hour)Top 10% Annual Salary: \$145,000 (\$69.71/hour) The employment of material controllers is expected to grow at an average rate over the next decade.Demand for material controllers will stem from the need to improve productivity and reduce costs in manufacturing industries. As companies seek ways to increase efficiency, they will continue to hire material controllers to monitor inventory levels and ensure that production goals are met. Related: Material Controller Interview Questions and Answers There are a number of qualifications required to obtain a position as a material controller. They include: Education: Entry-level material controllers are typically required to have a high school diploma or GED. Some companies may prefer candidates who have an associate's or bachelor's degree in supply chain management or a related field. Those with a background in mathematics, statistics, accounting or computer science will have an advantage when applying for material controller positions. Training & Experience: Most employers will provide on-the-job training for newly hired material controllers. This training will help the material controller learn the specific software and processes the company uses. It will also help the material controller learn how to use the equipment and tools they will need to complete their job duties.Material controllers can also receive training through internships. An internship is a great way for a material controller to gain experience in their field. During an internship, a material controller will learn more about the industry they are interested in and will have the opportunity to apply their knowledge in a real-world setting. Certifications & Licenses: Candidates can increase their qualifications by earning a certificate in materials handling. These certificates are typically offered at vocational schools and community colleges. Material controllers need the following skills to be successful: Accounting skills: Material controllers use accounting skills to record and track inventory, order new materials and maintain records of their inventory. Accounting skills are also important for budgeting, planning and forecasting.Data entry: Data entry is the ability to type information into a computer. As a material controller, you may be responsible for entering inventory data into a computer system. This is a necessary skill for the job and can be learned through computer training.Inventory management: As a material controller, you may be responsible for tracking and organizing inventory. This involves tracking the location of materials, monitoring the amount of materials on hand and ensuring that materials are delivered to the correct location. Inventory management skills can help you track materials and ensure that your company has the right amount of materials on hand.Organization: Material controllers use organizational skills to keep track of inventory and ensure that products are delivered to the correct location.

Material Controller Job Description

Our company is growing rapidly and is looking to fill the role of material controller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for material controller
<ul style="list-style-type: none">• Programme Manage delivery of all new or re-introduction parts, working in conjunction with their SCA owned Plant/Cell, SCMT and vendor teams, ensuring the plan is created, monitored and executed in line with the commitment to the IPT or project team• Record and classify material numbers to spare parts when creating MMRs• Administer necessary plant views for spare wear part materials• Maintain the Spare Parts SAP database• Document Info Records• Create / Maintain trigger and min/max inventory levels• Update Machine BOMs when new MMRs are created for a new part on a machine• Ensure compliance with all safety and housekeeping regulations• Assist in maintaining Spare Parts Storage area• Ownership and maintenance of material control related data on the company's manufacturing system, such as
Qualifications for material controller
<ul style="list-style-type: none">• To support product delivery• Plan and deliver training and learning activities in the form of demos, webinars, workshops both internally in AVEVA and externally for ERM customers• Contributes to continual improvement of methods, processes, templates, tools, to improve efficiency, repeatability and knowledge transfer• Involvement in software development including complex enterprise applications• Experience of agile software development methodology & software development lifecycle• Degree in Electrical or Mechanical engineering or equivalent

Organization skills can also help you to identify and fix any issues that may arise with your inventory. For example, if you notice that you're running low on a certain product, you can use your organizational skills to identify the source of the issue and find a solution.Problem-solving: As a material controller, you may be responsible for ensuring that the correct materials are delivered to the correct location.

project controller job description



A typical project controller job description be included elements such as project controller duties/responsibilities, project controller qualifications, project controller work conditions, project controller job information...

Other useful materials for project controller career:

- [projectmanagement123.net/32-free-ebooks-for-project-management](#)
- [projectmanagement123.net/64-free-project-management-templates](#)
- [projectmanagement123.net/12-free-tools-for-project-management](#)
- [projectmanagement123.net/top-70-project-KPIs](#)
- [projectmanagement123.net/top-22-project-job-descriptions](#)
- [projectmanagement123.net/111-project-management-interview-questions-and-answers](#)

This may involve coordinating with suppliers and other employees to ensure that the correct materials are delivered to the right place. You may also be responsible for resolving any issues that arise during the delivery process. Material controllers work in a variety of settings, including warehouses, distribution centers, and manufacturing plants. They may be required to lift heavy boxes and containers and to stand for long periods of time. They may also be exposed to noise, dust, and fumes. Some material controllers work in office settings, where they use computers to track inventory and to prepare reports. They typically work regular business hours, although they may be required to work overtime during busy periods. Here are three trends influencing how material controllers work. Material controllers will need to stay up-to-date on these developments to keep their skills relevant and maintain a competitive advantage in the workplace. The Use of Technology to Improve EfficiencyAs technology continues to evolve, businesses are finding new and innovative ways to use it to improve efficiency. This is especially true in the area of material control, where companies are using software to track inventory and manage shipments.Material controllers can take advantage of this trend by becoming familiar with these technologies and learning how to use them effectively. This will allow them to become more efficient in their work and help their company to run more smoothly.The Importance of CollaborationThe importance of collaboration is a trend that is being seen across all industries. As businesses become more globalized, they are realizing the need for employees who can work together across borders.This trend is having a significant impact on the role of the material controller, who is responsible for managing the flow of materials throughout the supply chain. In order to be successful in this role, material controllers must be able to collaborate with other departments and understand the needs of customers from different cultures.Greater Focus on Supply Chain ManagementAs businesses become more complex, the focus is shifting towards supply chain management. This means that material controllers will need to have a deep understanding of how to manage inventory and ensure that products are delivered on time.In order to be successful in this field, material controllers will need to be able to think strategically about how to optimize resources and reduce costs. They will also need to be able to communicate effectively with other members of the team and be able to work under pressure. A career as a material controller can be both rewarding and lucrative. It's important to start off on the right foot by getting the necessary training and certifications. You should also stay up-to-date on the latest industry trends so that you can continue to provide value to your company.To become a successful material controller, you need to have strong organizational skills, be able to work under pressure, and be able to handle multiple tasks simultaneously. You must also be able to work well with others and be able to communicate effectively. Material controllers who have experience and training in a particular industry may advance to become purchasing managers, supply chain managers, or operations managers. Those who have experience managing people may advance to become general managers or plant managers. Some material controllers may also advance to become consultants. At [CompanyX], we are in the business of keeping people safe. We manufacture and distribute products that save lives, and we are looking for a highly-skilled and detail-oriented individual to join our team as a material controller. In this role, you will be responsible for managing the inventory of raw materials, finished goods, and packaging materials. This includes maintaining accurate records, conducting regular audits, and ensuring that all materials are properly labeled and stored. You will also be responsible for coordinating with the production team to ensure that materials are available when needed and that any surplus materials are properly disposed of. The successful candidate will have experience in inventory management, as well as strong attention to detail and excellent organizational skills. Duties & Responsibilities Maintain accurate records of all materials, tools, and equipment in the warehouseUpdate inventory records to reflect incoming and outgoing shipmentsCoordinate with purchasing department to ensure timely delivery of ordersInspect incoming shipments for damage or discrepancies and report any issues to the supplierPull and prepare materials for production, according to specificationsLoad and unload trucks as neededOperate forklifts and other machinery in a safe and efficient mannerKeep the warehouse clean and organized at all timesAssist in the development and implementation of new inventory control proceduresTrain new employees on proper warehouse proceduresInvestigate and resolve any discrepancies in inventory recordsPrepare regular reports on warehouse activity Required Skills and QualificationsBachelor's degree in business, accounting, or related field5+ years experience in materials management, inventory control, or similar roleWorking knowledge of MRP/ERP systemsStrong analytical and problem-solving skillsExcellent communication, interpersonal, and organizational skillsHighly detail oriented with strong accuracy and precisionPreferred Skills and QualificationsCertification in APICS or similar program7+ years experience in materials management, inventory control, or similar roleExperience leading and managing a teamWorking knowledge of SAP or other enterprise resource planning system