



## Star Cutter Company Job Description



**Job Title:** Materials Supervisor

**Location:** HB Carbide  
Lewiston, MI

**Reports to:** Plant Manager

### Role

The Materials Supervisor is responsible for the basic functions of Raw Material Control for HB Carbide manufacturing site.

### Responsibilities

- Direct management of all raw material suppliers related Tungsten Carbide and Cobalt.
- Control and ensure material availability at “True Point of Use”; evaluation and effective consignment program management.
- Support Material Synchronization Process maintaining visibility of potential shortages and true shortages.
- Support Visual Manufacturing Flow (including materials) and Manufacturing progress control.
- Maintains materials presentation and delivery techniques (“True point of use” delivery) according to the changes in the manufacturing process and the manufacturing speeds.
- Develop and control material usage and availability based on the master production schedule as related to material compounding and value stream demands.
- Supervise and manage Inventory Coordinator, Scheduling and Production personnel defined SOPs to achieve targeted KPIs.
- Analyze past business cycles and trends, and developing specific unit forecasts.
- Issue all orders to manufacturing functions in the proper sequence and order size based on requirements, master scheduling and inventory goals.
- Responsible for on-time delivery performance and identifying and solving problems impeding on-time delivery for all orders.
- Manage inventory levels in accordance with plant, group and corporate goal and methodologies; achieve DOH, Turns and established cash flow targets.
- Responsible for all material movements and transactions within the production process. Ensures necessary training, follow-up and error corrections are completed. Ensures inventory control meets inventory accuracy targets. Ensures good material delivery and inventory practices are followed.
- Manages the movement of material from min/max and Safety Stock systems through the manufacturing processes. Supports the quality department with the control of non-conforming material.
- Receives, coordinates, inputs and establishes the manufacturing bills of materials per engineering orders as well as plans add/delete dates on engineering changes.
- Support the launch of new products, sites and ERP/MRP systems.
- Responsible for continuous improvement of materials processes and Plan for Every Part process. Supports the achievement of production objectives.
- Other duties as assigned.

## **Knowledge and Skills**

- Expertise in allocation, supplier/vendor management. budgeting and administration.
- Specialized knowledge of manufacturing controls systems, and a strong acumen in forecasting material usage as aligned with forecasted business cycles.
- Experience in WC scrap reclamation related to external sources along with Project management and problem solving will be fundamental to this role and the ideal candidate will be an effective communicator and possess the ability to effectively work with a team to achieve success.

## **Education Requirements**

- Bachelor's Degree in Business, Supply Chain, or Finance is preferred.

## **Experience Requirements**

- 5 years' experience within Supply Chain/ Materials Management/Scrap Buy Back and/or Tolling Program.
- Must demonstrate strong experience in supervision and/or managing people.
- Experience in a manufacturing environment and inter-relationship with other areas is required and includes knowledge of the purchasing function.
- Ideal candidate will be an effective communicator and possess the ability to effectively work with a team to achieve success.

## **Wage and Benefits**

- We offer an extremely competitive salary.
- A comprehensive benefit package to include: Health Care, Dental Care, PTO, 401k, Profit Sharing, Tuition Reimbursement, Disability Insurance, Life Insurance, Flexible Spending Account, Vision, Wellness Program, Health Advocate and EAP Services

Please submit resume to:

[recruiting@starcutter.com](mailto:recruiting@starcutter.com)