

Position: MATERIALS MANAGERPosition Summary

The position holds responsibility for Materials Management functions within the company, including the intake and distribution of all components and materials used by the organization, forecasting, master scheduling, production planning and control, purchased item planning, shipping and receiving, and inventory control. As the Company grows, responsible for delegating tasks to subordinates and overseeing the completion of these tasks. The Materials Manager also maintains inventory levels to meet demand, as well as oversees planning, purchasing and inventory control. The Materials Manager must create and maintain relationships with suppliers, maintain proper documentation, and must have excellent record-keeping skills.

FLSA Status: Exempt

Reports to: Operations Management

Duties and Responsibilities

- Develops, implements and maintains policies, procedures and material control systems to handle inventory.
- Will be a key decision maker in the implementation of an appropriate Materials Requirement Planning (MRP) or Enterprise Resource Planning (ERP) system as the Company grows.
- Track product costs and update and maintain Bills of Materials.
- Provides periodic inventory reports to other departments including Finance, Sales & Marketing, Production.
- Responsible for overseeing the inventory and material requirements for the organization. Ensures materials are ordered and in stock to meet requirements, while maintaining acceptable inventory levels.
- Control and track raw material, in-process materials and finished goods inventory.
- Serve on Materials Review Board to disposition, qualify, and/or dispose of materials.
- Maintains knowledge and understanding of current manufacturing processes.
- As the Company grows, leads, manages and develops the Materials Management team including but not limited to Buyer/Planner(s), Material Controller(s), and Production Planner(s).
- Act as primary buyer, responsible for obtaining materials, scientific equipment, and services. Checks requisitions, obtains price quotations, issues purchase orders, examines bids and awards contracts.
- Develops new supply sources where vendors and suppliers are inadequate.
- Coordinates purchasing activities with other departments to maintain inventory at planned levels.
- Monitors cost, schedule, and scope of assigned subcontracts to ensure the quality and value of the contract.
- Responsible for production planning, including planning, scheduling, and coordinating the final approval of products through the production cycle.
- Coordinates production plans to ensure that materials are provided according to schedules to maintain production and provides input to management.
- Works with Customer Service, Marketing, Production, Quality Control and Sales departments to review back order status, prioritize production orders, and deal with other potential schedule interruptions or rescheduling.
- Oversees control and management of warehouse and other material storage sites and facilities.
- Oversees shipping and receiving functions, and coordinates with Quality Control for receiving and disposition of incoming materials.

Minimum Requirements and Qualifications

- Bachelor's degree in Business, Supply Chain, Manufacturing, or Engineering, or related field
- Must have prior proven experience in materials management.

- Familiarity with supply chain and inventory management systems.
 - Good understanding of forecasting and budgeting.
 - Good written and oral communication skills; good ability to communicate easily not only with other company employees, but outside parties including suppliers, contract manufacturers, and consultants.
 - Familiarity with MS Word, Excel required and MS Outlook preferred.
 - Excellent attention to detail, time management and organization skills.
 - Self-starter, able to take initiative requiring only general strategy and supervisory oversight.
 - Performs well under pressure and can work to deadlines.
 - Strong supervisory skills.
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- APICS or other supply chain management certification is highly desirable
 - Prior project team experience and familiarity with FDA/ISO Design Controls and FDA/ISO 13485 Quality Compliance Standards is highly desirable.
 - Familiarity with MRP or ERP systems including implementation of such systems highly desirable.
 - Familiarity with Outlook desirable,

Compensation Package dependent on experience. Benefits include paid medical, dental and vision insurance and paid time off.

APPLICATION INSTRUCTIONS

Please read carefully. We consider attention to detail an important qualification for new hires. Improperly prepared or submitted applications may be delayed in routing to the appropriate hiring manager or may not be considered.

Only candidates who apply with a resume and cover letter by email or U.S. mail will be considered. First and Last Name, Mailing Address and Contact Information (email address, phone number or preferably both) must be provided. Be sure your cover letter clearly states the position(s) for which you are applying and any preferences about how to contact you.

Application by Email:

This method is preferred and will receive the fastest consideration. Submit your resume and cover letter as an attachment in either RTF, Word, or PDF format to jobs@sediabio.com. **No other formats including links to other internet addresses will be accepted and emails with such links will be deleted without opening.**

In the Subject Line of your email, enter: *“Your last name, your first name, middle initial (middle initial optional), and Job Title (that you are applying for)”*. For example, **“Smith, Mary R, Senior R&D Scientist”**. If you are applying for multiple positions, please submit separate emails for each position. If you do not use this format, your application may be delayed in getting to the hiring manager.

Application by U.S. Mail:

Submit your resume and cover letter to the address below. On the mailing address outside, send to the attention of HR indicating the position you are applying for. You may list multiple positions in the attention line. Only one cover letter/resume needs to be sent if you are applying for multiple positions.

Sedia Biosciences Corp.
 Attention: HR (*List positions you are applying for, separated by commas, here*).
 4900 NE 122nd Ave.
 Portland OR 97230

ABOUT SEDIA BIOSCIENCES

Sedia is a privately held medical device and diagnostics company founded in 2009 and based in Portland Oregon. Sedia is committed to the development of novel epidemiological and diagnostic assays and clinical specimen collection

products intended to expand access to healthcare worldwide. For additional information, see our website at www.sediabio.com.