

**Sedia Biosciences Corporation**  
Job Description

**Job Title:** Materials Manager  
**Department:** Materials  
**Reports To:** Director Operations/VP Operations  
**FLSA Status:** Exempt  
**Prepared By:** Nancy Lime  
**Prepared Date:** 13AUG2020  
**Approved By:** Ron Mink  
**Approved Date:** 20 Aug 2020

**Summary:**

Has primary responsibility for and leads the materials handling organization including; purchasing, receiving, and distribution in activities related to all aspects of material movement and transactions in a regulated medical diagnostics environment. Establishes department goals and objectives in alignment with company objectives. Establishes, monitors, and reports on key metrics associated with efficient use of resources.

**Primary Responsibilities:**

- Participate in production and sales channel planning meeting
- Develop materials plan to ensure materials are available to meet scheduled production activities.
- Support corporate activities: R&D, office supplies, service agreements, janitorial supplies, etc.
- Coordinate sub-contractor production activities including transportation between sites and corporate office
- Work with vendors/suppliers to develop customized materials that meet Sedia's specifications.
- Maintains raw materials/finished good warehouse.
- Fosters an environment of strong team spirit, timely and effective communications, sense of urgency, high motivation and inspire teams to achieve goals in the immediate and longer term. Be an active and visible change agent, promoting flexible and open mindsets to new opportunities.
- Establishes and manages to departmental goals
- Responsible for the overall organization, development, direction, coordination and evaluation of the materials management team members.
- Develops and institutes material handling processes, procedures, and documentation.
- Drives continuous improvement and cost saving measures.
- Other duties as may be assigned by supervisor.

**Supervisory Responsibilities:**

- Supervises the materials handling organization including purchasing, receiving and shipping functions.

## Essential Functions and Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical:	Synthesizes complex or diverse information for tasks; collects and researches data; uses intuition and experience to complement data. Provides input on workflows and procedures.
Design:	Provides input on design
Problem Solving:	Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully; develops alternative solutions; works well in a group problem solving situations; uses reason even when dealing with emotional topics; performs what if analysis to solutions in a conscious manner.
Project Management:	Develops departmental plan; communicates changes and progress; completes work on time and budget; typically manages less complex projects than a Director.
Technical Skills:	Advanced knowledge in functional area of responsibility. Knowledgeable of and skilled in material management methods and processes in a regulated medical diagnostic environment. Pursues training and development opportunities; Strives to build knowledge and skills; Shares expertise with others.
Customer Service:	Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to request for service and assistance. Meets customer commitments.
Interpersonal Skills:	Strong interpersonal skills and ability to work with others. Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas and tries new things. Disagrees with respect for others' views and needs, and not out of emotion. Manages and reduces conflict within direct reports and supervisor as well as cross functional/cross departmental relations. Arbitrates team conflicts and resolves issues before they interfere with day-to-day and project activities.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; focused on clear polite respectful communication.
Written Communication:	Writes clearly and informatively. Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities. Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team attitude; Puts success of project above own interests; Able to build morale and group commitments to goals and objectives, supports everyone's efforts to succeed.
Visionary Leadership:	Displays passion and optimism. Inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

Change Management:	Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results. Deals effectively with change.
Delegation:	Delegates project work assignments; Matches the responsibility to the person with supervisor/mentor guidance; Gives authority to work independently where able; Sets project expectations, specific project or subproject plan and timelines and monitors delegated activities; Provides recognition for results and advises management of progress.
Leadership Skills:	Exhibits confidence in self and inspires in others both inside and outside the department and the company; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others. Sets an example for project team of work ethic and commitment to quality.
Managing People:	Includes team in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes oneself available to team; Provides regular performance feedback; Develops teams' skills and encourages growth. Fosters quality focus in others; Improves processes, products and services in a collaborative way; Continually works to improve supervisory skills. Provides a non-confrontational forum for team members to air grievances, challenge policies in a positive way, and voice concerns. Acts as a mentor for more junior staff.
Quality Management:	Committed and supportive of a quality output, and the Company Quality Policy. Looks for ways to improve and promote quality. Works to collaboratively instill good quality management in the development of new products, manufacturing, and quality systems for making those products.
Business Acumen:	Understands near term business implications of decisions; Displays orientation to profitability and manages to budget; Demonstrates knowledge of market and competition; Aligns work with Company defined goals.
Cost Consciousness:	Develops and works within approved budget; Helps identify, develop and implement cost saving measures; Contributes to building margin and revenue; Conserves organizational resources.
Diversity:	Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Helps build a diverse workforce.
Ethics:	Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Completes administrative tasks currently and on time; Supports organizations goals and values; Supports affirmative action and respects diversity.
Strategic Thinking:	Supports implementation of strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Helps identify external threats and opportunities.

Judgement:	Displays willingness to make decisions impacting the area of responsibility and potentially others outside the function; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process. Makes timely decisions.
Motivation:	Highly self-motivated. Sets and achieves challenging goals for area of responsibility; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals but accepts consequences of failures.
Planning/Organizing:	Prioritizes and plans projects and work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
Professionalism:	Exhibits high level of professionalism and sets tone for the department. Approaches others in a tactful manner. Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
Quality of Work:	Sets example for team of quality work. Demonstrates accuracy and thoroughness; Exhibits attention to detail. Looks for ways to improve and promote quality in work as well as in products and processes; Applies feedback to improve performance; Monitors own work to ensure quality.
Quantity of Work:	Sets example of productivity. Meets productivity standards; Completes work in timely manner; Strives to increase productivity. Works quickly and effectively.
Safety & Security:	Sets example for project team in observation of safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Ensures that facility security measures are followed, and intellectual property and company confidential information is secured from outside parties.
Adaptability:	Readily adapts to changes in the work environment and facilitates the adaptation of project team to change; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change; delays; or unexpected events.
Attendance/Punctuality	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Advises supervisor of planned absence in advance and notifies office when unexpected absence prevents appearing at work. Arrives at meetings and appointments on time. Displays respect for other people's time.
Dependability	Demonstrates genuine leadership. Takes responsibility for own actions and those of the department. Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Represents a dependable resource when other project team members are unavailable.
Initiative	Volunteers readily; undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation Contributor to new ideas, new products and new technology for the Company. Displays original thinking and creativity; meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications:**

**Education and/or Experience:**

Degree(s)/Fields B.S. with 8+ years of experience in relevant industry.  
Relevant Experience in Industry 5+ years.  
Experience in specific Responsibilities Experience working under a quality system such as ISO 13485 or cGMPs or GLP in medical device arena a plus.  
Supervisory Experience Prior experience supervising material handlers, buyers, and distribution staff.

**Language Skills:**

Ability to read, analyze and interpret professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and customers. Proficient in English.

**Mathematical Skills:**

Ability to work with basic to complex mathematical concepts such as probability and statistics. Ability to perform simple unit of measures conversions (incl. metric vs US). Ability to apply concepts such as fractions, percentages, ratios, proportions, calculations of means, standard deviations, and coefficient of variances to practical situations. Ability to perform simple concentration: volume equivalencies; basic familiarity with significant digits.

**Reasoning Ability:**

Ability to perform basic math functions (addition, subtraction, multiplication, division) and apply concepts such as fractions, percentages, ratios, proportions to practical situations. Ability to perform simple unit of measures conversions (incl. metric vs US). Ability to perform simple concentration: volume equivalencies; basic familiarity with significant digits.

**Computer Skills:**

Proficient in the use of an Internet Browser(s), Email, Microsoft Word, Microsoft Excel; Adobe Acrobat. Experience with enterprise software a plus.

**Certificates, Licenses, Registrations:**

Valid Oregon Driver's License; APICS certification a plus

**Other Skills and Abilities:** ERP software experience, Materials Requirement Planning (MRP), Supplier negotiations

**Other Qualifications:**

Work under pressure Works well under pressure without getting frustrated; works productively under tight deadlines.

Outside contacts Ability to work with outside vendors, contract manufacturers and service providers.

Travel May be asked to travel on a limited basis.

**Physical Demands:**

While performing duties of this job, employee is frequently required to walk, sit and talk or hear. Employee is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.

Lift/Move Weight Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds.

Vision Requires close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Environmental Exposures: General warehouse conditions. Will occasionally be required to spend time in walk-in refrigerator or walk-in freezer.

Elevation: Will occasionally be required to ascend and descend ladders up to 16ft'

Reagent and Chemical Exposure: Occasionally exposed to airborne particles; irritants, or chemical fumes.

Mechanical and Electrical Exposure: Minimal risk of exposure to mechanical or electrical hazard

Biohazardous Agent Exposure: May be exposed to human pathogens either live or inactivated, and human body fluid specimens. Training in handling of bloodborne pathogens and appropriate safety equipment provided.