

Position: Materials Expeditor

The Material Expediter position compiles and maintains materials, part inventory and status information to expedite movement of materials and parts between production areas.

Job Responsibilities:

- Maintains material and part inventory and status information to expedite movement of parts between stock and production area. Reads work orders to determine type and quantity of materials required, availability of stock, and order priority.
- Locates and distributes materials to specified production area.
- Records and maintains perpetual inventory of quantity and type of materials and parts received, stocked, and distributed using a spreadsheet or ERP system.
- Examine material received, verify part numbers, and check discrepancies, such as damaged or unmarked parts.
- May occasionally assist technicians in prep and assembly of mechanical systems.
- May occasionally pick up or deliver parts to local vendors.

Experience:

- Two years of experience as an Expeditor or related position.
- Experience using Excel or similar for material tracking
- Familiar with material handling in production environment

Education:

- AA or AS degree in a technical field or equivalent work experience

For more information or to apply, please contact hire@ionpath.com