

JOB DESCRIPTION: PSO Materials Coordinator

Summary

The Materials Coordinator works closely with the Project Support Office team and engineering to support the daily operations and planning to optimize the flow of materials, supplies, and equipment from initial procurement to the final disposition and fulfill material requirements for volume, cost and scheduling business operations by using the MRP system for monitoring and tracking. This person will track and develop reports to monitor performance metrics such as inventory levels, scheduled deliveries, and supplier performance and will input material needs, including all codes, brands, and contact information necessary to process orders in the PSO system database.

Essential Duties and Responsibilities

Uses MRP system to coordinate materials and monitor and track them. Inputs materials needs. Collects and analyzes data on current orders, production levels, and forecasts to determine future demand for materials. Assists with changes to BOM's. Monitors panel trackers and will take calls from the customer work sites with materials requests or issues.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Organization and attention to detail are critical. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Computer skills and proficiency working with Microsoft Office software including Outlook, Word, Excel. Knowledge of Microsoft Visio, Sharepoint, Project and Procure.
- Knowledge of operation of standard office equipment (e.g. printer, copier, scanner).
- Ability to monitor operations, troubleshoot operational roadblocks and help expedite material availability.
- Demonstrated organizational and time management skills along with top customer service/communication skills.
- Familiarity with project-oriented organizations.
- Ability to work collaboratively in a team environment, as well as independently, with minimal supervision.

Language Ability

Adequate conversational English is required in order that the individual be able to take direction from management, understand how to complete job tasks, communicate adequately with co-workers and customers, understand and follow safety guidelines, and understand the Alliant

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Technologies Employee Handbook and all company policies. Must be able to interpret written warnings as posted in all work areas in both the Alliant Technologies office or at any work site where Alliant Technologies performs work.

Experience

- Minimum 2 years demonstrated experience, preferably in a project type environment. Experience working with engineering organizations preferred.



**Alliant Technologies
Job Demands**

Position: PSO Materials Coordinator

Physical & Mental Demands	Extent			
<i>Physical Demands</i>	Continuous Over 70%	Frequent	Occasional	Rarely
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Lowering 1-15 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15-30 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Hand/Eye Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing Acuity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Mental Demands</i>	Continuous Over 70%	Frequent	Occasional	Rarely
Concentration on detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention span 1+ hours on a task	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Ability to remember multiple tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Conditions	Continuous Over 70%	Frequent	Occasional	Rarely
Exposure to toxins, cytotoxins, poisons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to extreme heat, cold, temp fluctuations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensory Requirements	Is Crucial	Is useful		
See	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Distinguish colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Hear/Listen	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Taste	<input type="checkbox"/>	<input type="checkbox"/>		
Smell	<input type="checkbox"/>	<input type="checkbox"/>		
Touch	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Speech	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Mental Effort	Work Environment
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<p>Check all functions performed on a daily basis...</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Basic arithmetic <input type="checkbox"/> Advanced mathematics <input type="checkbox"/> Weighing/measuring <input checked="" type="checkbox"/> Visualizing conclusions <input checked="" type="checkbox"/> Analyzing data <input checked="" type="checkbox"/> Searching for solutions <input type="checkbox"/> Creating methodologies <input checked="" type="checkbox"/> Conducting research <input type="checkbox"/> Managing resources <input type="checkbox"/> Evaluating performance of others 	<p>% of time spent:</p> <p>100 Indoors</p> <p>0 Outdoors</p> <p>The air is:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Clean/Normal/Average <input type="checkbox"/> Dusty/Dirty <input type="checkbox"/> Wet/Humid <input type="checkbox"/> Affected by smoke, fumes, etc. <p>You work on a surface that is:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Level <input type="checkbox"/> Uneven <input type="checkbox"/> Sloping <input type="checkbox"/> Slippery <p>Noise level is:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Loud
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Acknowledgement of Job Description/Demands

Position: PSO Materials Coordinator

I acknowledge that I have received and reviewed the job description for the position above, including the demands associated with this position.





Signature

Date

Printed Name

