



Material Coordinator

Seeking an energetic and dynamic Material Coordinator to perform physical and administrative tasks involving shipping, receiving, storing and distributing materials, parts and supplies. The successful candidate must be efficient, organized, responsible, and resourceful with a committed ability to communicate successfully in a fast paced warehouse type environment. In this critical role, you will work independently to ensure manufacturing lines continuously function at optimal capacity.

OMAX Corporation is a rapidly growing, leading provider of precision-engineered abrasive waterjet systems. OMAX has brought together the leading innovators and experts in abrasive waterjet technology, fostering an environment that promotes teamwork and a dedication to excellence. The capabilities of our machines consistently evolve to meet the diverse and changing needs of our customers.

Duties:

- Pick and stage inventory against “ProtoMAX Sales Orders.
- Pull and transfer parts accurately to multiple locations
- Monitor multiple Kanban bins for replenishment on shop floor
- Note and expedite shortages through Planning and Purchasing, and Job Orders through Production
- Perform cycle counts as directed by supervisor
- Maintain stockroom in an orderly and organized fashion
- Receive incoming transfers, identify parts and place in correct location
- Perform data entry as needed
- Process incoming and outgoing shipments
- Monitor and coordinate the movement of Computer and pump enclosures, working with leads in other departments
- Monitor and expedite transfer report shortages (Report 792)
- Provide inventory control throughout building 2, including scrapping parts
- Provide backup for deleting and moving bin quantities/locations for Planning department
- Assist in cross training other personnel on processes as directed by supervisor
- Perform all other duties as deemed necessary by the department manager or supervisor

Qualifications:

- High School diploma or GED equivalent

- Minimum one-year experience as a clerk in a material control/parts warehouse environment
- Ability to operate forklift, pick and stock parts
- Good working knowledge of computers
- Prior experience with MRP systems and inventory transactions
- Detailed-oriented, accurate, dependable, willingness to accept a wide variety of assignments
- Basic knowledge of Kanban principles

OMAX Corporation offers an excellent compensation package that includes a competitive salary, generous benefits such as: medical, dental, and vision coverage, short-term and long-term disability coverage, a 401K Plan with company matching, education reimbursement, paid holidays, vacation and sick time. ***Only qualified applicants will be contacted; must be able to work for any company within the United States.*** Fax resumes to (253) 872-9660 or email resumes to humanresources@omax.com.

OMAX Corporation is an equal opportunity employer