

# POTTORFF®

Title: **Materials System Coordinator**  
Reports to: VP of Operations

Location: Fort Worth, TX  
FLSA: Salaried, Exempt

## General Summary

Oversees the materials system ERP (Epicor), inventory control, and warehousing system. Creates and Optimizes inventory processes to improve on hand levels, reduce costs, maintain accuracy, and manage supplier relationships. This role requires strong analytical skills, experience with ERP/MRP systems, and leadership abilities.

## Essential Duties and Key Responsibilities

- **Systems Management:** Develops and Utilizes ERP/MRP system (Epicor) to manage data, BOM (Bill of Materials), and inventory records. Provides training and support to optimize the use of the ERP system.
- **Inventory & Production Control:** Develops, implements, and monitors inventory control systems, including forecasting material needs and conducting regular audits to reduce waste and optimize levels.
- **Procurement & Sourcing:** Works with production management on purchasing activities, negotiating contracts, and fostering vendor relationships to ensure timely delivery of high-quality materials.
- **Warehouse & Logistics:** Provides support to production management in areas of shipping, receiving, and storage, ensuring compliance with safety and quality standards.

## Education / Experience Required

- **Education:** Bachelor's degree in Supply Chain Management, Business Administration, or a related field.
- **Certification:** Preferred certifications include CPIM (Certified in Planning and Inventory Management) or CSCP (Certified Supply Chain Professional).
- **Experience:** 2-5 years of experience in manufacturing, procurement, and inventory management, ERP systems development, knowledge of Lean or Six Sigma methodologies. Experience in HVAC, sheet metal, or made-to-order manufacturing a plus.

## Skills & Competencies

- Strong working knowledge of **ERP/MRP systems** (e.g., SAP, Oracle, Epicor, Infor, or similar) EPICOR is a plus.
- Advanced proficiency in **Microsoft Excel** (lookups, pivot tables, data analysis)
- High attention to detail and data accuracy
- Analytical and problem-solving skills
- Strong cross-functional communication skills

**Other Duties and Responsibilities**

- This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Physical Demands**

- Ability to sit for extended periods of time. Occasional light lifting may be necessary.

**Work Environment**

- Office based role within a manufacturing facility. Frequent interaction with production floor, engineering, and supply chain teams.