

Wellons, Inc. is an industry leader in Renewable Energy Products and Lumber Dry Kilns for the wood products industry for over 40 years. As a company providing build to order engineering design, manufacturing, construction and equipment services for multiple industries, Wellons has an opening for an experienced Materials Control person.

MATERIAL CONTROL

This position is responsible for the processing of materials requisitions for buyers and production from information provided by the Engineering Department. Applicant must be a positive, energetic problem solver and should be experienced in Material Control and Inventory Management concepts.

QUALIFICATIONS / REQUIREMENTS:

- Experience reading engineering drawings and able to extrapolate or verify material lists for production use.
- 3 – 4 years experience in steel fabrication or related field.
- Strong math skills able to convert unit of measures for inventory with differing units of measurement for purchasing, stocking and manufacturing usage.
- Very strong background in computer skills.
- Must be able to operate computerized requisition and purchase order system, able to work in an integrated systems environment.
- Proficient in MS-office applications (Excel & Word).
- Must be fluent in written and verbal communication.
- Must have excellent people skills; able to work in a team environment; able to work across departmental lines effectively.
- Productive individual who is accurate, dependable and a team player.

DESIRED QUALIFICATIONS:

(in order of importance)

1. Computer experience beyond the required, specifically in Crystal, SSRS, or SQL Report writing.
2. Experience in, or an understanding of cost accounting concepts.
3. Some background in Purchasing / Buying.

RESPONSIBILITIES:

- Process material requisitions for production and field installation from engineering documents and requisitions. This will include data entry and importing data into requisition and inventory systems.
- Process purchase requisitions for industrial components and raw material.
- Create cut lists from requisitions, nesting cut pieces from standard materials.
- Monitoring Inventory levels and processing of inventory transaction generated from cut lists and material requisitions.
- Responsible for Corporate part number database, the monitoring and classification of parts and associated data.
- Assist in developing and the implementation of inventory control procedures to monitor the flow and timing of transaction to coincide with actual usage.

Qualified candidates who possess these skills and are looking for a position in a well-established firm offering medical, vision, dental, and profit sharing, are encouraged to submit a resume with salary/history requirements.