



WELLONS, INC. a renewable energy company and a leading manufacturer for large industrial wood-fired boiler and cogeneration plants, has an opening for an experienced person in our Materials Controls group.

MATERIAL CONTROL SUPERVISOR

This position is responsible for the supervision of and the processing of engineering requisitions and drawings that generate purchase requisitions, compile raw material fabrication cut lists from drawings, and generates component bill of materials. Workflow is based on production priorities received from the Manufacturing Manager. This position reports to the Chief Financial Officer.

QUALIFICATIONS / REQUIREMENTS:

- Applicant should be experienced in Material Control and Inventory Management concepts.
- Must have supervision experience and able to monitor and direct workflow.
- 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 computer literate able to work in an integrated systems environment. Ability to understand computer systems quickly.
- Proficient in MS Office applications (Excel & Word).
- Must be fluent in written and verbal communication.
- Able to work in a team environment effectively with the ability to see the big picture and exert proper influence to impact the outcome on issues.
- Problem solving skills.
- Must have excellent people skills, ability to handle diverse personalities and able to work across departmental lines effectively.
- Productive individual who is accurate, dependable and a team player.

DESIRED QUALIFICATIONS: (in order of importance)

1. Experience reading engineering drawings and able to extrapolate or verify material lists for production use (almost a qualification).
2. Ability to help implement internal systems relating to purchasing and material control.

3. Experience in, or an understanding of cost accounting concepts.
4. Professional Materials Handling certifications.
5. Health and Safety experience.

RESPONSIBILITIES:

- Process material requisitions for purchasing, production and field installation from engineering documents and requisitions based on priorities established by the Manufacturing Manager for work to be delivered to the Shops.
- Monitoring Inventory levels and processing of inventory transaction generated from cut lists and material requisitions. This will include data entry and importing data into requisition and inventory systems.
- Responsible cycle counting of key raw material and oversight of annual physical inventory.
- Responsible for Corporate part number database, the monitoring and classification of parts and associated data.
- Manage a department of three individuals at two facilities.
- Monitor and recommend purchase/build requirements for key raw material and manufactured stock inventory items.
- Oversight of Wellons and sister company safety program including documentation of safety meetings, maintain current MSDS's, hazardous materials reporting, clean air compliance and interface with OSHA and other inspectors.

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.

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