

## MATERIALS MANAGEMENT SPECIALIST

The Materials Management Specialist performs materials management functions utilizing technical and specialized Telecommunications knowledge to ensure materials availability to satisfy construction project needs and assist with the process of converting material into assets adhering to RUS and FCC guidelines. Reviews any engineering changes that may impact materials or suppliers, to adjust stocks accordingly. Reviews and posts the charging-out of material to work orders ensuring that the type, function, and quantity of assets identified match plant records. Prepares items to be dispatched for use on company projects. Assists with the cycle counting of inventory, ensuring that materials are properly received, stocked, and accounted for.

### Education and Experience

The successful candidate will have excellent skill and proficiency in inventory software, databases and systems. Strong problem-solving skills and the ability to develop and maintain a positive and professional business relationship with internal and external vendors is vital. Familiarity with industry regulations and RUS and FCC compliance and specifications affecting engineering projects is highly desirable.

High school diploma or equivalent. Five (5) years engineering or engineering and construction experience either in the telephone or power industries required.

### Company Benefits Package

Health insurance, 401(k) plan, retirement plan, vacation and sick leave, life insurance, and short and long-term disability.

### Job Location

Ingram, Texas

### Salary Range and Work Hours

Compensation is commensurate with experience.  
40 Hours Per Week

### Deadline

This position may be filled at any time.

### NO PHONE CALLS PLEASE

[Click here to download an application.](#)

Submit application and resume to the attention of Human Resources.

**Mail:** HCTC, P. O. Box 768, Ingram, TX 78025

**Hand-Deliver:** 220 Carolyn Street, Ingram, Texas

**FAX:** 830.367.5994

**Email:** [personnel@hctc.net](mailto:personnel@hctc.net)



*This institution is an equal opportunity provider and employer.*

## Essential Job Functions

- ◆ Reviews Engineering Work Order or Estimate drawings to identify detailed hardware requirements.
- ◆ Assesses identified requirements to create a materials list to ensure project parts are either in inventory or specifically procured to satisfy materials requirements by required date.
- ◆ Manages and supports any additional required materials management activities on projects, including development of forecasts, the procurement of material and management of stock items, engineered materials, and equipment.
- ◆ Picks stock materials and stages stock inventory and special ordered goods for specific projects.
- ◆ Responsible for executing the project supply chain strategy; tracking, managing and ensuring acceptance of project driven purchase orders; and performing contractor invoice payment analysis.
- ◆ Coordinates material needs with Network Engineering, Network Planning, Field Services, Construction and other departments as necessary to assure timely acquisition of required materials.
- ◆ Trains peers on proper materials management techniques, functions of certain parts and proper grouping of materials for specific jobs.
- ◆ Prepares items to be dispatched for company projects by retrieving, organizing and loading equipment and supplies.
- ◆ Ensures materials are properly received, moved, stocked, accounted for and protected.
- ◆ Performs normal warehouse / materials management duties outside project specific activities.
- ◆ Conducts periodic inventories to monitor stock levels and determine purchasing needs. May purchase equipment and supplies.
- ◆ Conducts inventory controls and keeps quality standards high for audits.
- ◆ Maintains a clean and safe working environment, optimizing space utilization.
- ◆ Prepares receiving and inventory reports as requested. Reports any discrepancies.
- ◆ Follows quality service standards and complies with procedures, rules and regulations.
- ◆ Responsible for safe performance of job tasks, ensuring personal safety to self and the general public.
- ◆ Retains familiarity with state and federal guidelines, tariffs and Cooperative standards.
- ◆ Performs all other related duties as assigned by management.\*

## Knowledge, Skills and Abilities

- ◆ Knowledge of telecommunications construction and engineering practices and principles.
- ◆ Knowledge of equipment required to supply minor material through complex equipment needed to satisfy construction of Engineering Work Orders.
- ◆ Knowledge of power construction and engineering practices and principles helpful.
- ◆ Knowledge of warehouse coordination and distribution.
- ◆ Knowledge of company policies and procedures.
- ◆ Knowledge of industry regulations affecting engineering projects.
- ◆ Knowledge in RUS and FCC compliance and specifications.
- ◆ Knowledge in reporting on status of projects and open work orders to support capital and operational budget objectives.
- ◆ Skill in operating various warehouse equipment such as personal computer, various software programs and telephone systems.
- ◆ Skill and proficiency in inventory software, databases and systems.
- ◆ Skill in modern warehousing practices and methods.
- ◆ Skill in organization and time management.
- ◆ Skill in operating heavy equipment such as forklifts.
- ◆ Skill in oral and written communication.
- ◆ Skill in problem identification and resolution.
- ◆ Skill in reading and interpreting technical documents and forms including work orders, staking sheets, schematics and specification manuals.
- ◆ Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- ◆ Ability to organize and prioritize multiple work assignments.
- ◆ Ability to work independently.
- ◆ Ability to understand and verify requisitions, packing slips, invoices and other records.
- ◆ Ability to hold a Class C Texas Driver's and remain insurable under the Company's insurance policy.