

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Material Control Agent I

JOB CODE : 050630

DATE PREPARED : April 14, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent requisitions, researches, and monitors procurement of materials for his/her assigned department, representing various craft personnel; utilizes Just-In-Time (JIT) and Automated Issuing System (AIS).

DIMENSIONS

The incumbent reports to a Senior Staff Assistant or Material Control Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Responsible for reviewing and preparing requests for materials for assigned area using computer Procurement Requisition Tracking System, JIT, and AIS systems and catalogs;
2. Coordinates disbursement of materials with requestor/user to proper jobsite;
3. Researches and responds to questions from requisitioners, buyers, and vendors regarding orders such as price, vendor, selection, availability, specifications, and delivery date;
4. Performs general office duties such as data entry, filing, typing, directing telephone calls and visitors, etc.;
5. May inspect incoming materials to ensure quality, quantity, and specifications are as requested;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking for short distances in office areas while making copies, inspecting materials, etc.;
2. Frequent-to-constant sitting while working at computer, researching, reviewing, and preparing requisitions, answering telephones, etc.;
3. Occasional lift/carry paperwork, catalogs, supplies, or materials up to 20 pounds; sometimes up to 50 pounds of copier paper, heavy equipment, and materials; carrying up to 50 feet;
4. Occasional push/pull exerting force up to ten pounds in opening doors or file drawers;
5. Occasional climbing stairs six to ten feet;
6. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

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7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating computer, answering telephones, filing, completing paperwork, etc.;
8. Constant use of sight abilities in operating computer, reading catalogs, filing, completing paperwork; visual requirements include color vision, depth perception, and visual acuity in near- and mid-range vision;
9. Frequent use of speech/hearing abilities in communicating with requisitioners, buyers, vendors, and other personnel.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in reviewing and preparing orders, inspecting shipments, and maintaining a safe work environment;
2. Must be able to work independently, use initiative, make decisions, and follow through on all assignments without direct supervision;
3. Must be able to read/write/speak English and possess basic mathematical skills in order to read and understand catalogs, technical information and inspection reports, etc.;
4. Must be able to learn technical details of materials ordered in assigned areas that may include reading blueprints and construction, automotive, and other technical nomenclature;
5. Must be able to understand and follow complex policies and procedures regulating the procurement process;
6. Must be able to deal with constant pressure from deadlines, multiple priorities, frequent interruptions, complaints, time constraints;
7. Must possess good oral/written communication skills and interpersonal skills in order to communicate with vendors, requestors, users, coworkers, and supervisors in a professional and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in office areas. Some work may involve exposure to warehouse conditions.

Tools & Equipment Used: Mainframe and personal computers, printer, calculator, telephone, fax, catalogs, general office equipment, motor vehicle. Safety equipment including hearing protection, safety shoes, and back support belt required while in warehouse areas handling material.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of shipping/receiving or purchasing experience or related work experience. Experience in computers required with knowledge of on-line procurement systems and WordPerfect 5.1, FoxBase, and good keyboarding skills.

OTHER SPECIAL QUALIFICATIONS

Driver's license required.