



InovaBed is seeking a driven, detail-oriented Materials Manager, to oversee all purchasing, sourcing, raw materials & inventory management. We build murphy beds and cabinetry for hotels and homes through the USA, all American made! Our business is growing, fast paced and requires someone who can multitask and is comfortable with using online technology/software to manage all of the moving parts of the job. This position is full-time, requiring a standard 40-hour work week. Full time employees are entitled to benefits such as vacation, health, dental, sick time, 401k and much more!

To Apply: send resume and salary requirements

Responsibilities:

- Purchasing routinely used materials via KanBan cards, job specific materials via bill of materials, as well as factory supplies & tools.
- Supervise a team consisting of 3-4 people (Receiver, Inventory Specialist(s) and Buying Assistant), in order to effectively manage Materials, Inventory, & Receiving - Use Odoo ERP system to create RFQs, Purchase Orders, and manage Receiving
- Team must track orders from purchase order to receipt of goods
- Maintaining & establishing vendor relationships
- Supplying numbers & costs to accounting as needed
- Research suggested products, new ideas, improvements
- Sourcing materials at lower costs, through new vendors or negotiation with current vendors to ensure lowest price points available while never compromising quality.
- Meet with vendors regarding new product, pricing changes, state of current account.
- Maintaining & revising BOMs, Material Database, Master Cost Sheets, & Vendor Lists as needed, working closely with Engineering, Production, and Accounting Departments
- Fielding vendor questions, working through delays, product unavailability, alternatives, minimums, price adjustments
- Manage KanBan and maintain sufficient inventory on all parts including but not limited to: hardware, edge band, metal, office supplies, bathroom and breakroom, & panel goods.

Education/Experience:

- Minimum Associates Degree in relative field OR 2+ years of related job experience.
- Must be able to multi-task in a fast-paced environment & be a team player
- Must be skilled in Microsoft Outlook, Excel, Word and PowerPoint
- Excellent communication and organizational skills
- Great with numbers and negotiating skills