



Materials Associate – Manitowoc, WI

GENERAL SUMMARY:

Responsible for the daily replenishment, inventory management, shortage coordination, and review of forecast data for assigned materials. Coordinate movement of inventory between multiple labeling/packaging facilities. Responsible for proofing new/updated customer designs, using Label Approval Process, to ensure accuracy. Oversee design transitions, managing inventory levels to limit Lakeside's liabilities, coordinating related DM's and invoices for reimbursement, and directing inventory disposition. Responsible for data entry in various systems.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Utilize systems and reports to check for replenishment needs.
- Confirm daily shortages of materials with internal customers and resolve shortages.
- Request physical inventories at labeling/packaging locations as needed to ensure accuracy of data.
- Act as primary internal and external contact, for assigned accounts, on all materials and packaging concerns. This includes inter-plant transfer coordination, supplying inventory balances as requested, and design transition management.
- Responsible for maintaining product and planning data in appropriate software systems.
- Place purchase orders for packaging and materials, utilizing available software to evaluate planning recommendations.
- Follow up daily on open purchase orders, to assure timely arrival, communicating and expediting as necessary.
- Order management: match quantities ordered to supplier quotes, to price PO's accurately; help identify and resolve vendor shipment or Lakeside receiving issues; coordinate disposition of rejected materials.
- Resolve invoice discrepancies.
- Responsible for review and approval of all new design/redesigned customer artwork for labels and packaging. Includes working with QA Information, knowledge of customer data bases, maintenance of appropriate departmental documentation, and clear communication skills.
- Work closely with Sales and Supply Chain to ensure forecast accuracy and resolve planning issues.
- May be responsible for projects or other jobs as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge:

- Two-year Material's Management Degree, or a combination of both a two-year degree and a minimum of three years inventory management or procurement experience.
- Ability to coordinate multiple projects and tasks under changing circumstances.
- Understand and utilize regulatory compliance information for Label Approval process.

- Problem-solving skills.
- Independent worker, needing little direction or guidance.
- Working knowledge of Microsoft Office, Adobe, email communications, electronic file management and ERP systems.

Language Skills:

- Ability to be clear and concise in both written and verbal communications; accurately answer questions from customers, design agencies, and others about the company's products and processes; and other activities requiring good listening skills and tactful business communications.

Mathematical Skills:

- Ability to collect inventory, demand, and valuation information from reports, records, or other available sources, verify accuracy of that information, and summarize it on new reports or documents.

Reasoning Ability:

- Must possess ability to think independently to complete general assignments.

TEAMWORK AT LAKESIDE (TAL):

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.

WORK ENVIRONMENT:

Normal office environment where there is no physical discomfort or exposure to hazards due to temperature, dust, noise and the like.

Interested applicants should contact:

Lakeside Foods, Inc.
Attn: Joy Kautzer
808 Hamilton St
P.O. Box 1327
Manitowoc, WI 54220
or e-mail: lakeside@lakesidefoods.com

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