

# Manufacturing Materials Manager

## National Occupational Standard Summary



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## Definition of occupation | **Manufacturing Materials Manager**

The Manufacturing Materials Manager (which may be referred to in some operations as a Materials Planning Manager, Purchasing Manager, or Manager of Purchasing and Procurement) is responsible for expediting key materials through the supply chain to ensure continuous operations of manufacturing and assembly processes in order to meet company objectives and customer requirements. They also are directly involved in developing and improving processes for materials management, from specification/requirements development through to acquisition, storage, use, and disposal.

The Materials Manager minimizes the impact of supply chain disruptions by maintaining a full understanding of the supply chain and creating adaptive processes and control structures to anticipate and mitigate impacts.

In addition to normal duties, the Materials Manager focuses on how sourcing, delivery capacity, and the new social distancing norm can better position companies to further mitigate the effects of COVID-19 on their current and future logistics operations.

### Level of education, training or designations requirements

<b>Typical Education Required</b>	Secondary	College	<b>Bachelor</b>	<b>Master</b>	PhD
<b>Typical Starting Experience</b>	0-5 yrs.	<b>5-10 yrs.</b>	10-15 yrs.	15-20 yrs.	20+ yrs.

- Bachelor's degree or equivalent in science, business, communications, or supply chain management is preferred
- Master's degree may be required in some environments
- Completion of Procurement and Material Management Specialist certification (or similar), or demonstrated progress towards similar certification, is an asset
- Five to seven years of materials management experience in a manufacturing environment

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This role works in the following subsectors:

Applicable To	Bio-Health	Agri-Bio	Bio-Industrial	Bio-Energy
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The level of complexity of the role is:

Span of Complexity Levels	Foundational	Operational	Specialist/ Management	Expert/Executive
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**MANUFACTURING MATERIALS MANAGER COMPETENCY SUMMARY**

Competencies	Complexity Level Required			
	1 Foundational	2 Operational	3 Specialist/ Manager	4 Expert/ Executive
<b>Core</b>				
Strategic Sourcing				
Purchasing and Procurement				
<b>Technical</b>				
Supplier Development and Management				
Materials and Inventory Management				
cGMP/GMP (current Good Manufacturing Practice (Pharma)/ Good Manufacturing Practice (most other)) Materials Receipt and Storage				
Logistics and Transportation				
Cold Storage and Distribution				
Department Management				
Budget and Finance				
Supply Chain Information Management				
<b>Industry Regulatory</b>				
Department Compliance				
Risk Management				
<b>Personal and Professional</b>				
Leadership				
Communication				
Ethics and Integrity				

## Core competencies

### **Strategic Sourcing**

Continuously searches for opportunities via the supply market for alternative delivery models, new product ingredients, and/or innovative packaging techniques that appeal to evolving operational and production requirements, meet customer expectations, and enhance revenue.

### **Purchasing and Procurement**

Leads the purchasing and procurement initiative processes to identify, shortlist, select, and acquire suitable goods and/or services in order to ensure timely delivery in the correct quality and quantity.

## Technical competencies

### **Supplier Development and Management**

Manages an active program of supplier qualification and improvement in order to ensure a responsive and efficient supply chain for all necessary goods and services to support the organizational objectives.

### **Materials and Inventory Management**

Holds responsibility for inventory management, cycle counting, and physical inventory locations, ensuring materials required for efficient operations are always available in a cost-effective way by continuously identifying material-related opportunities to ensure a competitive advantage and innovation.

### **cGMP/GMP (current Good Manufacturing Practice (Pharma)/Good Manufacturing Practice (most other)) Materials Receipt and Storage**

Works in collaboration with QA/QC and purchasing teams in order to ensure that materials are inspected upon receipt and meet required specifications.

### **Logistics and Transportation**

Analyzes trade flows and expedites the coordination of national and international shipments with customs, freight forwarders, logistics providers, couriers, and other external contacts in order to ensure facilities and transportation are running in a safe, timely, and effective fashion.

### **Cold Storage and Distribution**

Ensures an uninterrupted series of refrigerated production, storage, and distribution activities, along with associated equipment and logistics, which maintains a desired low-temperature range.

### **Department Management**

Evaluates current departmental supply chain and logistics processes, acting quickly and strategically to streamline navigation in the complex landscape, in order to ensure an overall positive impact on business, employees, suppliers, customers, and future company success.

### **Budget and Finance**

Prepares budgets and establishes financial targets for inventory values and manages department to reach set targets for productivity, efficiency and cost reduction.

### **Supply Chain Information Management**

Ensures technical fundamentals are focused on purpose, interoperability, strong user experience (UX), simplicity and accuracy in use for demand management, returns processing, and recall management, initiating better planning and flow.

## Industry regulatory competencies

### **Department Compliance**

Continually ensures all departmental activities align with quality standards, project guidelines, corporate and industry best practices, and regulatory requirements, ensuring products throughout the supply chain have enhanced brand protection, anti-counterfeiting measures, and a high standard of loss prevention.

### **Risk Management**

Follows supply chain resiliency protocols and related processes in order to minimize variances and ensure production continuity.

## Personal and professional competencies

### **Leadership**

Fosters a positive work environment by managing staff members involved in the purchasing department, including all purchasing functions and supply chain management, in order to achieve the business goals and objectives.

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### **Communication**

Influences the smooth flow of communication between operations, suppliers, and the support functions in order to create consistency and clarity of direction and priorities.

### **Ethics and Integrity**

Demonstrates commitment to responsible performance within the material cycle and to personal responsibility and transparency when dealing with uncharted ethical territory by holding to a high ethical standard for proper and consistent performance.



## USE NATIONAL OCCUPATIONAL STANDARDS TO:

- ✓ Build a job description
- ✓ Plan professional development
- ✓ Map career progression and succession planning
- ✓ Benchmark compensation

View the full National Occupational Standards at [biotalent.ca/NOS](https://biotalent.ca/NOS)

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