

JOB OPENING

Materials Manager Job ID# H903

Company: Teledyne Energy Systems, Inc.
Location: Hunt Valley, Maryland
Status Type: Full Time
Department: Operations
Work Week: Monday – Friday

Education & Experience:

B.S. / B.A. in Business Administration/Engineering or related field required. Advanced degree such as MBA would be a plus. APICS certification strongly desired. Minimum of 5 years in a leadership role in a Materials environment and at least 8 years in procurement and planning environment required. Minimum of two years experience implementing Lean Manufacturing concepts such as 5S, Kanbans, and Cycle Time Reduction preferred.

- Proven/demonstrated leadership skills leading a team to exceed expectations and drive improvements.
- Proven outstanding organizational skills.
- Ability to apply your experience with a logical approach to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- In depth knowledge of procurement practices and processes.
- Knowledge and ability to use computer information to perform the materials functions including a strong working knowledge of Outlook, Excel, Word, and Project at a minimum. Experience with some type of ERP/MRP system, preferably in a government environment. This experience should include implementation of added modules or new systems. Experience with Deltek Costpoint a strong plus.
- Ability to speak effectively before groups of customers, vendors or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, proportion and percentages. Ability to apply concepts of basic algebra and geometry.

- Ability to read, write and interpret documents and procedure manuals. Ability to write routine and advanced reports and correspondence.

Work Description:

Reporting to the Director of Operations, Materials Manager will oversee Purchasing, Planning, Logistics and Stock Room functions.

- Lead each of the departments above in the development of personnel, processes and procedures through motivation, training development and evaluation.
- Ensure that all work is planned and material purchased and delivered in time to meet the commitments to Teledyne Energy Systems customers while maintaining inventory levels at or below target.
- Develop and maintain strong, positive relationships with internal customers to ensure there is effective communication.
- Drive continuous improvement in inventory levels and turns.
- Develop, maintain and issue relative reports as required.
- Organize and lead the annual Physical Inventory of materials.
- Establish metrics and lead the team in driving continuous improvement.

U.S. Citizenship required for government clearance and or data/software access

For consideration send resume and salary history, noting position desired, to:

Teledyne Energy Systems, Inc.

Attn: Human Resources - Job # H903

10707 Gilroy Road

Hunt Valley, MD 21031

Fax: 410-771-8620

E-mail: resumes03@teledyne.com

EOE M/F/H/V

Drug Free Workplace