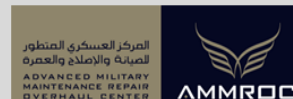


Job Description



1. ROLE DETAILS:

Position title:	Material Controller
Reports to:	Material Logistics Manager
Department:	Material Logistics
Function:	Supply Chain Management
Revision No.	0

2. ROLE PURPOSE:

To plan and forecast material needs for various programs and platforms in order to ensure availability and effective allocation of inventory and materials at warehouses

3. ROLE DIMENSIONS:

Dimensions:	Role Dimensions:	TBD
	No. of Staff Supervised:	0

4. KEY ACCOUNTABILITIES:

Description	Key Performance Indicators
<p>Policies, Systems, Processes & Procedures</p> <ul style="list-style-type: none"> Follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner. 	<ul style="list-style-type: none"> Audit of compliance to operational procedures and instructions.
<p>Continuous Improvement</p> <ul style="list-style-type: none"> Contribute to the identification of opportunities for continuous improvement of section systems, processes and practices taking into account 'international best practice', improvement of business processes, cost reduction and productivity improvement. 	<ul style="list-style-type: none"> Number and quality of improvements are line with corporate expectations and implemented.
<p>Material Planning</p> <ul style="list-style-type: none"> Conducts and improves forecasting activities and methods in order to maintain effective inventory levels Analyses pertinent data such as usage history, lead times, inventory, aircraft platform analysis and market trends in order to maintain established operational readiness metrics Develops and maintains documentation and procedures for demand planning processes and systems to ensure that material needs and requirements are effectively met Prepares and report forecast and inventory measurement to communicate it to AMMROC management Provides Lead Time (LT) analysis and recommends forecasted material ordering based on Operations & Maintenance plans in order to ensure timely availability of material requirements Coordinates with Operations in order to ensure effective Material Requirement Planning (MRP) and works closely with Purchasing to ensure material delivery as per MRP Reviews levels of inventory in order to identify excess or obsolete 	<ul style="list-style-type: none"> Effectiveness of inventory levels Accuracy of operational readiness metrics Effectiveness of demand planning process Accuracy and timeliness of management reports Accuracy of LT analysis Quality of MRP and material delivery timeliness

material and take appropriate action to reduce inventory.	
Vendor Management <ul style="list-style-type: none"> ▪ Initiates negotiations with suppliers and vendors in order to obtain best cost and lead time offerings ▪ Conducts performance evaluation for suppliers and vendors in order to maintain quality services ▪ Develops and maintains suppliers' database to ensure all data and offerings are updated 	<ul style="list-style-type: none"> ▪ Obtaining best financial and technical offers ▪ Updated and maintained supplier database ▪ Vendor performance
MIS and Reports <ul style="list-style-type: none"> ▪ Prepare departmental MIS statements and reports of AMMROC timely and accurately to meet company and department requirements, policies, and standards. 	<ul style="list-style-type: none"> ▪ All department MIS statements and reports are prepared timely and accurately and meet company policies and requirements.
Safety, Quality & Environment <ul style="list-style-type: none"> ▪ Ensure that all relevant safety, quality and environmental procedures, instructions and controls are adhered to so that the safety of employees, quality of products/services and environmental compliance can be guaranteed. 	<ul style="list-style-type: none"> ▪ Compliance with safety, quality and environmental procedure and instruction. ▪ Frequency of Lost Time Incident's, safety incidents and near misses.
Other Tasks <ul style="list-style-type: none"> ▪ Any other reasonable request or work task as allocated by the Line Manager or other Senior Management. 	<ul style="list-style-type: none"> ▪ Task Completed as Requested.

5. COMMUNICATIONS & WORKING RELATIONSHIPS:
Internal: <ul style="list-style-type: none"> ▪ Operations, Purchasing, Finance, Commercial External: <ul style="list-style-type: none"> ▪ Base Management, Logistics Service Providers

6. KNOWLEDGE, SKILLS & EXPERIENCE:
Knowledge & Experience: <ul style="list-style-type: none"> ▪ Bachelor degree ▪ 2 – 3 years of experience in warehouse and logistics management ▪ Industry knowledge is preferred Skills: <ul style="list-style-type: none"> ▪ High level of Integrity ▪ Meticulous attention to detail ▪ Good analytical thinking skills ▪ Knowledge of PC and Microsoft office applications ▪ Good verbal and written Communication skills ▪ Good knowledge in the implementation of policies & procedures ▪ Good planning, organizing, and integration skills ▪ Good team Work skills English Language Communication Skills <ul style="list-style-type: none"> ▪ IELTS Band Score of Minimum 6.0

7. APPROVALS:

Prepared by : Job Holder

Signature

Reviewed by Line Manager / Level above Manager ()::

Signature

Date

Manager L3 / L2 Manager Human Resources Manager ()::

Signature

Date