

<b>Job Title:</b>	Materials Supervisor		<b>Dept:</b>	Materials
<b>FLSA:</b>	Non Exempt	<b>Issue Date:</b>	Unknown	<b>Revision Date:</b> 11/16/2009

Note: Direct reporting structure is based on division organization charts.

**Key Areas of Responsibility** (Answerable for the following end results)

1. Supervises Material Handlers in support of shipping, receiving, and production plant-wide.
2. Assist production and the Material Planners in GMSPO on-time shipments.
3. Assist Materials Manager in meeting planned budget.
4. Responsible for manning appropriately to support production requirements and meet budgeted overtime.
5. Assumes special assignments as directed by Materials Manager that include, but are not limited to, inventory control issues, cost savings, and layout improvement for material flow, etc.
  - Ensures windows of trucks are maintained and shipments are met per customer requirements.
  - Maintains Material Handler employee reviews and takes appropriate disciplinary action when required.
  - Ensures and assists in all facility special project assignments.
  - Ensures a smooth transition between shifts.
  - Coordinates with production to ensure daily schedule shipments will be met.
  - Responsible to ensure plant housekeeping is neat and organized with Shift Supervisors.
  - Ensures all paperwork for shipping (Bills of Lading, Manual Shippers, etc.) is completed.
  - Oversees truck drivers and schedules appropriately.
  - Ensures all QS-9000/TS16949 requirements are maintained.
  - Instrumental in developing appropriated packaging methods where appropriate.
  - Coordinates appropriate material rack storage for production/customer requirements.
  - Communicates/coordinates with customers when appropriate (i.e. Customer obsolescence claims, etc.)
  - Document all activities as required.
  - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
  - Any additional responsibility deemed necessary by management.

**Limits of Authority**

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

**Basic Education, Experience and Training Requirements**

- High School Diploma with recommended 2 years college or equivalent combination of education and experience.
- Traffic and logistics background.
- Strong computer skills (preferred Trans4M)
- Strong communication skills verbal and written.
- Knowledge of GM's ISP/JIT systems
- Strong attention to detail and follow-through
- 3-5 years applied supervisory experience in **a high volume-manufacturing** environment, preferably automotive suppliers is **highly desirable** or equivalent.

**Internal Training Requirements**

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- [Vision and Culture](#)
- Significant Aspects Overview (ASPC)
- E-Time (TIME)

GM APPROVAL: \_\_\_\_\_  
INITIALS



### JOB DESCRIPTION

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- DOT Training
- Hilo
- Spill Response
- Haz-Waste
- Process 10 – Material Management and Identification (PR10)
- Process 17 – Receiving Management (PR17)
- Process 22 – Shipping Management (PR22)

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**Health, Safety and Physical Demand Requirements**

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

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**Risks Associated with Job Function**

- Spill Response

The above points have been explained sufficiently.

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

GM APPROVAL: \_\_\_\_\_  
INITIALS