

Maintenance Resource Coordinator | ipg

18-Month Contract



Position Description

Title: Maintenance Resource Coordinator

Department: Maintenance

Immediate Supervisor: Maintenance Supervisor

Status: Salary Non-Exempt

Job Code: 11

Position Purpose: Responsible for assuring all inventories for the Maintenance Department is being maintained at desirable levels to support daily maintenance needs. This position will also be responsible for writing purchase orders, working with vendors and ensuring all maintenance inventories are maintained at an acceptable level with the CMMS program.

Principle Accountabilities

- Developing and maintaining proper storeroom inventory levels
- Working directly and indirectly with maintenance personnel to develop and maintain an organized and accurate storeroom inventory
- Using barcode system to properly label parts
- Using digital camera to take pictures of parts and upload them into CMMS program properly for additional identification purposes.
- Prepare purchase orders and send copies to suppliers and accounts payable for requests
- Prepare, maintain and review inventory levels monthly. Will be responsible for performing inventory audits to verify actual vs stated
- Using the CMMS program; update where part was used, vendor information, costing, storeroom location etc.
- Manage supplier invoices related to purchases, price and delivery
- Manage excess inventory, scrap and defective parts
- Respond to customer and supplier inquiries relating to orders status changes and cancellations
- Research suppliers to confirm we are receiving the proper price point, quality products on the market and the lead times are acceptable
- File and maintain hard copies of purchase orders, packing lists and completed work orders
- Update CMMS as parts arrive
- Maintain status updates on backordered parts
- Work with maintenance personnel to generate and update work order system
- Generating daily work orders with accurate information for work to be performed
- Closing daily work orders by documenting accurate information, work performed, time to perform, parts used to perform, equipment performed on etc.
- Other duties as assigned.

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Essential Skills and Experience

- Highschool diploma or equivalent. A technical degree would be an asset
- 3 years' experience in a similar role in a manufacturing, distribution or logistics environment
- Excellent skills in MS Office (Excel, Word, PowerPoint)
- Excellent time management and organization skills
- Ability to meet deadlines in a fast-paced environment
- Interpersonal and relationship building skills with an ability to collaborate with maintenance employees as well as other departments
- Must be pro-active and take initiative
- Analytical thinker, ability to problem solve and exercise good judgment

IPG welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates for applying, but only those selected for interview will be contacted.



Learn more about our company, locations, product offerings and apply today through our IPG Career site at www.itape.com. For questions, email SarasotaHR@itape.com