
Reports to: Logistics Manager **Department:** Logistics

Classification: Non-Exempt **Updated:** July 2026

Job Summary:

The Material Coordinator ensures the right materials are available at the right time to support production and distribution operations.

Participate in startup and operational readiness activities, including process development, training, inventory setup, facility organization, system implementation, and continuous improvement initiatives necessary to support a successful facility launch and future growth.

Key Responsibilities:

- Coordinate the movement of raw materials, packaging, work-in-process (WIP), and finished goods between warehouse and production operations.
- Perform inventory transactions and maintain accurate material records within the ERP/WMS system.
- Monitor inventory levels and support replenishment activities to ensure uninterrupted production operations.
- Stage and deliver materials to production areas in accordance with production schedules.
- Ensure inventory accuracy through cycle counts, audits, transaction verification, and reconciliation activities.
- Support root cause investigations and corrective actions related to inventory discrepancies, shortages, and transaction errors.
- Maintain lot traceability and inventory integrity while ensuring compliance with quality and regulatory requirements.
- Safely operate forklifts, pallet jacks, reach trucks, and other material handling equipment to move, stage, store, and transport materials in accordance with company safety standards.
- Follow all OSHA, company safety, environmental, and hazardous material handling requirements.
- Participate in safety observations, continuous improvement initiatives, and operational excellence activities.
- Perform other duties as assigned.

Required Qualifications:

- 2–4 years in inventory/material coordination
- Experience in manufacturing or distribution environment
- ERP system experience required
- Forklift certification or ability to become certified.
- Ability to lift up to 50 pounds and regularly stand, walk, bend, and move throughout the facility during the workday.
- Experience with inventory control, cycle counting, material transactions, and warehouse operations preferred.
- Strong analytical and organizational skills

Our Culture

King Technology is a people-first company where creativity thrives alongside respect for faith, family, and work-life balance. We believe the best work happens when people feel valued as whole individuals.

Our values shape how we work:

- We **Reflect Integrity** in every client interaction, design decision, and team conversation
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- We **Sparkle with Excellence**, holding ourselves to high creative standards while continuously learning and improving
- We **Create Good Chemistry with People** through trust, collaboration, and genuine support for each other's growth
- We're **Ruled by the Golden Rule**, treating colleagues, vendors, and stakeholders with fairness and respect
- We're **Immersed in Courage**, empowering bold creative ideas and direct, thoughtful communication

You'll join a collaborative team that celebrates creative excellence, invests in professional development, and believes your life outside work matters just as much as what you create within it.
