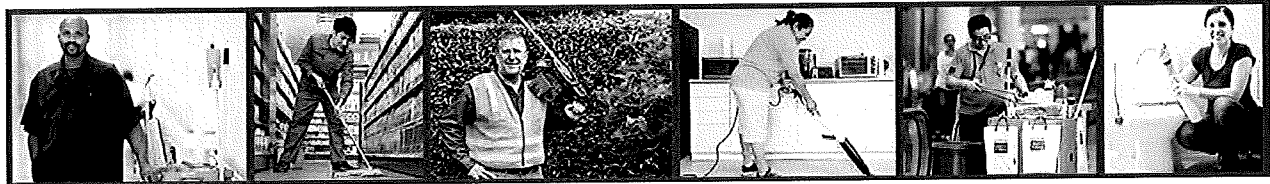




*Empowering People,
Enriching Lives*

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Job Details

Title Materials Coordinator
Location Aberdeen Proving Grounds
Schedule M-F 7am-330pm
City Aberdeen
State MD
Zip Code 21005
Description Chimes mission is to provide employment and training opportunities for persons with disabilities.
 People with disabilities are encouraged to apply.

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GENERAL DESCRIPTION OF POSITION: Under the general supervision of the Chief Operating Officer, Chimes District of Columbia and with specific supervision from the site Contract Administrator or designee, performs various functions to coordinate and expedite the flow and ordering of materials and parts.

PRIMARY JOB FUNCTIONS:

- Coordinate and expedite the flow of material, parts and assemblies within or between departments.
- Comply with production and shipping schedules or department supervisors priorities for the flow of materials, parts and assemblies.
- Review production schedules and confer with department supervisors to determine materials needed.
- Requisition materials.
- Establish delivery schedules to departments according to job order priorities and the availability of materials.
- Arrange for on-site transfer of materials to meet schedules.
- Arrange for the repair and assembly of material.
- Arrange for transporting materials to various areas/departments.
- Determine that material delivered is the type specified on order.
- Monitor and control movement of material.
- Compute amount of material needed for job orders if needed.
- Maintain inventory and compile a report of material in stock.
- Use a hand truck or industrial truck to transport material between areas or departments.
- Use a manual or computerized system to locate material.
- Use technology for the completion of specified job duties.
- Attend work regularly according to assigned work schedule and in accordance with Chimes District of Columbia policy.
- Attend and participate in inservice training, staff meetings and other activities to facilitate professional development.

Work cooperatively with others including all staff, supervisors, administrators, co-workers, community professionals, customers and the public.
Abide by all Chimes District of Columbia policies and procedures.
Is a positive role model for all Chimes District of Columbia staff.
Contribute to a work atmosphere in a manner which is positive, enthusiastic, respectful and courteous.
Assume other duties, responsibilities and special projects as needed.

Requirements

Education: High School graduate or equivalent. B.A. or B.S. from an accredited college or university desirable.
Experience: Minimum of 4-7 years of progressively responsible experience as a material coordinator or experience in a related field.

NOTE: Must be able to pass a background investigation and must be able to maintain job site access.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

Please view Equal Employment Opportunity Posters provided by OFCCP [here](#).

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

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Chimes is an Equal Opportunity and Affirmative Action Employer, making decisions without regard to minority/female/veteran/disability status, or any other protected class.

*Chimes DC Provides the Opportunity
You Bring the Talent, Drive and Enthusiasm*