



Hydrogen is the future, we can sense it™

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## **Material Manager**

### **About H2scan:**

H2scan is the world leader in providing solid-state hydrogen sensors. Our sensors are considered the gold standard for improving electrical distribution reliability, optimizing measurements in refinery & petrochemical plants, and are ideal to monitor/measure hydrogen concentration in fuel cells, electrolysis, and hydrogen distribution pipelines to reduce carbon emissions. When you join our team, you will be working side by side with talented engineers, scientists, and manufacturing professionals. You will be developing exciting, cutting-edge products to enable the expansion of the Hydrogen Economy, which is a cornerstone to the planet's decarbonization. From fuel cell vehicles to hydrogen-powered appliances, the opportunities are limitless. We offer highly competitive compensation, a flexible work schedule, and a fast-paced, fun work environment.

**Department:** Operations

**Reports to:** Director of Operations

**Salary:** \$105K-\$120K

**Employment Type:** Full-time / Part-time

### **Job Description:**

H2scan is seeking a Material Manager (Exempt) to join our team and help develop advanced solutions for new high-tech markets. Oversee the planning and coordination of inventory and purchasing departments. Identify ideal suppliers, best prices, and reduced lead times. Monitors the performance of suppliers and material flow.

Manages subordinate staff in the day-to-day performance of their jobs. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually loud. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally

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required to use hands to finger, handle, or feel; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds.

**Responsibilities:**

To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares and maintains written Purchasing and Planning procedures
- Oversees creation and review of all work orders and bills of material
- Reviews purchase requisitions for accuracy and completeness and approve per guidelines
- Reviews purchase orders for accuracy and completeness
- Ensure compliance with ISO Purchasing and Planning procedures
- Work directly with Manufacturing, Engineering, Quality, and Inventory to minimize costs, optimize inventory and maximize turns, reduce non-conforming parts and meet production performance goals
- Oversee planning process and work with other departments, production steps and processes
- Maintain inventory levels to meet production, spare part, and minimum requirements
- Direct input of inventory material and production cost estimates
- Implement cost control programs
- Other duties as assigned by management
- Interviewing, hiring, and training employees
- Planning, assigning, and directing work
- Appraising performance, rewarding, and disciplining employees
- Addressing complaints and solving problems

**Qualifications:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Team Leadership - Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments.

- Delegation - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- Impact & Influence - Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes; uses authority appropriately to accomplish goals; addresses divergent opinions.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree from a four-year college or university; 10 years related experience in manufacturing; or equivalent combination of education and experience
- Read, analyze, and interpret business, professional, technical, or governmental documents
- Write reports, business correspondence and procedure manuals
- Effectively present information and respond to questions from managers, customers, and the public
- Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Intermediate Microsoft Office, ERP (Epicor Preferred)
- Manages subordinate employees
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws

**Benefits:**

- Health Insurance benefits
- 401(k)
- Life insurance
- Family leave (parental, maternal)
- Bonuses
- Equity/stock options

- Three weeks paid vacation
- Paid sick days
- FSA/HSA
- Cell phone reimbursement

**H2scan is an Equal Opportunity Employer**