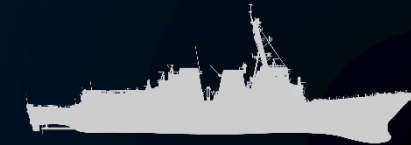


Material Coordinator I – Band B



Minimum Experience:

0 – 3 years experience, performing analytics

BS Degree in Business, Finance, or Supply Chain preferred but not required

Basic understanding of supply chain flow from procurement to receipt and issuance. Ability to enter and verify data in systems and ensure electronic document accuracy. Introduction to acquisition and inventory management. Exposure to material cost elements (forecasts, variances) and standard processes (MARs, VSRs) Able to prepare basic contract documents (price analyses, negotiation summaries) with guidance. Able to interpret customer clarifications and support cost and price reviews under supervision.

Willing to learn new tasks and adapt to changing priorities. Strong organization, attention to detail, and ability to multitask. Communicates and collaborates effectively with buyers, teammates, and other departments. Comfortable asking for help and escalating issues appropriately. Shows initiative and develops independence with experience.

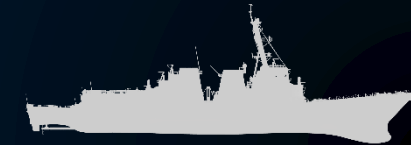
Supports supply chain operations under direct supervision. Enters and verifies data, tracks materials, and resolves basic issues with guidance. Assists with forecasting and variance reporting for material cost elements. Works with buyers and program teams to identify risks and support material flow. Supports shipment coordination, addresses discrepancies, and maintains status reports. Processes standard documents (MARs, VSRs, contract forms) following procedures. Assists in preparing price and contract documents; interprets customer clarifications with support. Develops skills in supply chain processes, negotiation support, and cost-reduction efforts.

Knowledge

General
Characteristics

Typical
Responsibilities

Material Coordinator II – Band C



Minimum Experience:

2 – 4 years experience, performing analytics

BS Degree in Business, Finance, or Supply Chain preferred but not required

Intermediate skills in Microsoft Office and familiarity with JIRA workflows, SAP modules, and systems such as BMCS, Maximo, MACPAC, and WLOC. Strong communication skills. Working knowledge of supply chain flow, acquisition, inventory management, forecasting, variance reporting, and basic material cost elements. Ability to verify electronic documents for accuracy and understand MACPAC requirements and Make/Buy distinctions. Support preparation of contract documents, MARs, VSRs, and DOAs with guidance.

Works under supervisory direction while developing the ability to operate more independently. Highly organized, conscientious, and able to multitask across systems and categories. Adapts to shifting priorities, fast-paced environments, and frequent schedule changes. Willing to learn new tasks, take on new responsibilities, and collaborate with internal teams, suppliers, and customers. Recognizes when issues need escalation and takes initiative in problem identification. Communicates clearly in both written and verbal formats. Models reliability, follows organizational policies, and mentors entry-level staff.

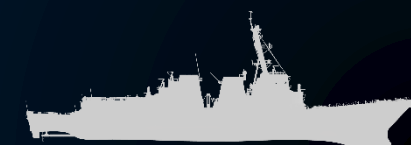
Supports supply chain operations by tracking materials, entering and verifying data, resolving basic issues, and ensuring accurate documentation. Assists with forecasting and variance reporting. Collaborates with buyers and program teams to identify risks and support material availability. Processes MARs and related documents, coordinates shipments and discrepancies with guidance, and maintains daily material status updates. Prepares program or contract materials and participates in meetings. Supports change processes and interprets customer clarifications with supervision. Develops skills in contract analysis and cost-related tasks. Gradually works more independently and mentors junior personnel as experience grows.

Knowledge

General Characteristics

Typical Responsibilities

Material Coordinator III – Band D



Minimum Experience:
4 – 6 years experience, performing analytics
BS Degree in Business, Finance, or Supply Chain preferred but not required

Intermediate skills in Microsoft Office; familiarity with JIRA, SAP, BMCS, Maximo, MACPAC, and WLOC. Strong written and verbal communication. Working knowledge of acquisition, project, and inventory management. Able to verify electronic documents, understand supply chain flow, and support forecasting and variance reporting. Understanding of MACPAC requirements, Make/Buy distinctions, DOAs, MARs, VSRs, and contract documentation. Able to prepare procurement documentation, support contract analysis and negotiation summaries, and interpret customer proposal clarifications.

Works with minimal supervision; shows initiative and problem-solving ability. Highly organized; manages multiple projects and adapts to changing priorities. Communicates and collaborates effectively with internal customers, suppliers, management, and mentors. Willing to take on new tasks and responsibilities. Demonstrates analytical skill and leadership potential. Escalates issues appropriately and follows organizational policies. Participates in team environments and mentors entry-level staff.

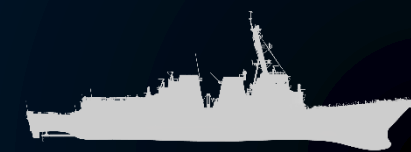
Supports supply chain and production needs with minimal supervision. Tracks materials, maintains accurate data, and resolves procurement and scheduling issues. Works with buyers, program teams, and management to identify risks, ensure material availability, and resolve issues. Verifies MAR and contract-related documentation; prepares procurement and proposal materials. Organizes electronic and hardcopy contract files. Processes MARs, VSRs, and related forms with minimal support. Provides daily status updates and participates in required meetings. Interprets technical components and resource needs. Supports negotiation and cost-analysis documentation. Assists with change-management processes and interprets customer clarifications. Contributes to cost-reduction and risk-mitigation efforts while mentoring junior staff.

Knowledge

General Characteristics

Typical Responsibilities

Senior Material Coordinator – Band E



Minimum Experience:

6 – 8 years experience, in supply chain, performing analytics.

BS Degree in Business, Finance, or Supply Chain preferred but not required

Strong proficiency in Microsoft Office, JIRA, SAP, BMCS, Maximo, MACPAC, WLOC. Strong written and verbal communication. Solid understanding of acquisition, supply chain flow, project management, and inventory processes. Able to review, verify, and process MARs, VSRs, contract files, and technical documentation. Able to prepare negotiation summaries, cost and price analyses, and proposal documents with minimal supervision. Strong understanding of MACPAC requirements, Make/Buy distinctions, DOAs, and change-management processes.

Performs with minimal supervision; demonstrates leadership. Analytical, organized, and able to manage multiple priorities. Leads tasks, mentors junior coordinators, and collaborates across teams. Handles complex issues independently. Works effectively with management, suppliers, internal customers, and program teams. Presents clear information to leadership and escalates critical issues appropriately. Consistently follows company policies and processes.

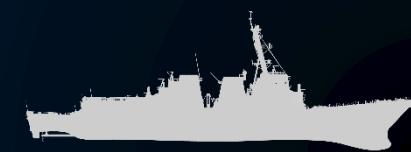
Independently supports supply chain and production needs. Ensures material availability; resolves procurement and scheduling issues. Maintains accurate documentation; processes MARs, VSRs, DOAs, and contract records. Prepares procurement and proposal materials; verifies accuracy of electronic records. Works with buyers, program teams, and management to identify risks, resolve issues, and support production schedules. Reports cost forecasts and variances; coordinates shipments; resolves discrepancies. Provides material status updates and participates in required meetings. Performs negotiation and cost-analysis tasks; supports change-management processes. Organizes contract materials; interprets customer clarifications. Leads cost-reduction and risk-reduction initiatives. Trains and mentors entry-level and mid-level coordinators.

Knowledge

General
Characteristics

Typical
Responsibilities

Principal Material Coordinator – Band F



Minimum Experience:

8 – 10 years experience, in supply chain, performing analytics.

BS Degree in Business, Finance, or Supply Chain preferred but not required

Advanced proficiency in Microsoft Office, JIRA, SAP, BMCS, Maximo, MACPAC, and WLOC. Strong command of acquisition and inventory management and full supply chain flow. Able to independently review, verify, and process MARs, VSRs, DOAs, and procurement documentation. Able to prepare cost and price analyses, negotiation summaries, and proposal documents. Full understanding of MACPAC requirements, Make/Buy distinctions, change-management processes, and technical component interpretation.

Highly independent and experienced; demonstrates strong leadership and analytical skill. Manages multiple complex projects and adapts quickly to changing priorities. Works confidently without supervision and leads tasks or teams when needed. Strong interpersonal skills for working with internal customers, suppliers, management, and cross-functional partners. Presents concise, accurate information to senior management and escalates critical issues appropriately. Supports improvements in procurement processes and mentors lower-level coordinators.

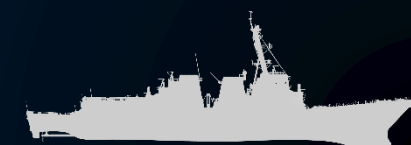
Supports supply chain and production independently. Ensures material availability; resolves procurement and scheduling issues. Maintains accurate contract and material documentation. Performs forecasting and variance analysis. Works with buyers, management, and programs to identify and resolve risks. Provides daily material updates to leadership. Processes MARs, VSRs, DOAs, and procurement documents. Coordinates shipments; resolves discrepancies. Prepares cost, price, and negotiation analyses. Organizes proposal and contract materials. Leads or advises on procurement policy and change-management. Interprets customer clarifications and contracting requirements. Mentors entry- and intermediate-level coordinators. Manages cross-functional tasks independently.

Knowledge

General
Characteristics

Typical
Responsibilities

Senior Principal Material Coordinator – Band G



Minimum Experience:

15+ years experience, in supply chain, performing analytics.
BS Degree in Business, Finance, or Supply Chain preferred but not required

Advanced proficiency in Microsoft Office and procurement systems (JIRA, Maximo, BMCS, MACPAC, SAP) Ability to learn ERP platforms. Strong written and verbal communication; translates technical details into clear business terms. Produces accurate documentation and drafts complex agreements. Deep knowledge of procurement processes, contract development, market research, supplier negotiations, FAR/DFAR. Experience in government contracting or acquisition; familiarity with SharePoint and ERP systems is a plus.

Knowledge

Works independently with minimal oversight; manages complex workloads and multiple projects. Strong organization, attention to detail, and analytical problem-solving. Recognizes and escalates critical issues appropriately. Collaborates effectively across cross-functional teams; maintains productive supplier relationships. Mentors entry- and intermediate-level staff; serves as backup when needed. Consistently applies company values and expectations. Occasional travel as required.

General Characteristics

Leads complex procurement and contracting, including specs and solicitations. Performs advanced market research; negotiates pricing and terms. Ensures on-time material and service delivery. Oversees supplier performance; resolves delivery, invoice, and compliance issues. Maintains complete, compliant procurement documentation. Supports financial planning, contract renewals, and database updates. Applies procurement regulations and company policies. Collaborates with program teams, legal, vendors, and stakeholders to meet requirements and schedules. Maintains supplier relationships; improves procurement and inventory processes; resolves open issues. Mentors junior/intermediate staff; supports team operations. Reports material status or critical issues to management or customers. Manages multiple high-priority projects independently.

Typical Responsibilities