Job Title: Inventory Controls / Materials Coordinator

Location: Atlanta

Firm Summary:

A highly respected, family-owned specialty construction/contracting firm with a long and successful history is seeking a Purchasing / Procurement Manager to support its continued growth. Headquartered in the Atlanta area, the company is a leading regional specialty contractor serving commercial construction projects across multiple markets.

The company has built its reputation on quality, professionalism, strong industry relationships and the ability to successfully execute complex projects. As the organization continues to grow, it is strengthening its procurement function to support project execution, cost management and operational efficiency while maintaining the entrepreneurial and relationship-driven culture that has contributed to its success.

Position Overview:

The Inventory Control / Materials Coordinator will play an important role in managing the flow and availability of materials required to support the company's construction projects.

Working closely with purchasing, project management, estimating, operations and field teams, this individual will coordinate material requirements, monitor inventory, track orders and deliveries, and help ensure materials are available when and where they are needed.

The successful candidate will be highly organized, detail-oriented and proactive, with the ability to manage multiple projects and material requirements simultaneously. A strong understanding of construction materials, logistics and inventory control will be valuable in this role.

Key Responsibilities:

- Coordinate the receipt, tracking and movement of construction materials supporting multiple projects.
- Maintain accurate inventory records and monitor material quantities, availability and usage.
- Work closely with purchasing and project teams to identify upcoming material requirements.
- Track material orders from purchase through delivery and communicate status updates to appropriate team members.
- Coordinate deliveries with vendors, project teams, jobsites and field personnel.
- Monitor delivery schedules and proactively identify potential delays, shortages or other material issues.
- Verify incoming materials against purchase orders, packing lists and project requirements.
- Investigate and resolve discrepancies involving quantities, damaged materials, incorrect products or deliveries.
- Maintain organized records of inventory, material receipts, transfers and project allocations.
- Coordinate the movement or transfer of materials between locations and projects as needed.
- Help ensure materials are properly identified, stored and accounted for.
- Work with project managers and field personnel to understand changing material requirements and project schedules.
- Communicate material availability and potential shortages that could affect project schedules.
- Assist with periodic inventory counts and reconcile physical inventory with system records.

- Identify opportunities to improve inventory accuracy, material utilization and overall efficiency.
- Support the purchasing/procurement function with information regarding inventory levels, usage and upcoming needs.
- Maintain accurate documentation and provide reports or updates regarding inventory and material status.
- Perform other materials coordination and administrative duties as needed to support operations.

Qualifications:

- Experience in inventory control, materials coordination, purchasing, logistics or a related function, preferably within construction or a similar industry.
- Understanding of construction materials, material handling and project logistics preferred.
- Strong organizational skills with the ability to manage multiple projects, orders and deadlines simultaneously.
- Excellent attention to detail and accuracy.
- Ability to track multiple materials, deliveries and project requirements at the same time.
- Strong communication and follow-through skills.
- Ability to work effectively with vendors, project managers, purchasing personnel and field teams.
- Ability to identify and resolve discrepancies or material-related issues in a timely manner.
- Comfortable working in a fast-paced, deadline-driven environment.
- Proficiency with Microsoft Office and inventory, purchasing, project management or ERP systems.
- Ability to maintain accurate records and documentation.
- Construction industry or specialty contracting experience is strongly preferred.

Please contact Jackson Cown at jackson@scconsultingsvcs.com for more information.