



Summary:

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2021, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr is seeking a Material Controller with at least 5 years of experience. The ideal candidate is creative and has the ability to expedite the flow of materials between various departments within production. This position works collaboratively with the Material Planner, and requires strong communication skills to ensure appropriate inventory levels and replenish when needed.

Responsibilities:

- Demonstrate ownership and responsiveness to expedite movement of materials between departments to meet shipping requirements.
- Assist with creating kits for all Production orders including the Machine Shop.
- Examine new inventory to verify that it conforms to production specifications.
- Document any exceptions to Production specifications and arrange for the return or exchange of any material that fails to meet product standards.
- Assist Material Planner with submitting RFQ's for parts as needed.
- Ability to move materials between manufacturing departments.
- Order supplies for Production, monitor inventory, and re-order when needed.
- Print travel/routes for Production.
- Monitor all chemicals and document expiration dates.
- Experience with Shipping and Receiving.
- Other duties as assigned.

Knowledge & Skills:

- Excellent communication skills, both verbal and written.



- Strong analytical, problem solving, and math skills.
- Ability to work in a fast-paced environment with a sense of urgency.
- Strong organizational and time management skills.

Qualifications:

- High School Diploma/GED required.
- At least 5 years of relevant experience in a Manufacturing Company.
- Knowledge of supply chain management and manufacturing processes.
- Proficiency with MS Office and Material Management Systems is required.

Why should you join Haigh-Farr?

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below:

- Competitive salary, commensurate with experience and capabilities.
- Medical insurance with Health Reimbursement Feature, Dental and Vision insurance.
- Flexible Spending Accounts – Health and Dependent Care.
- Company Paid Disability and Group Term Life Insurance.
- Paid Vacation, Holidays, and Sick Time.
- 401K with Company Match.
- Company Sponsored Social Events – Pizza and BBQ luncheons, golf outings, food trucks, Holiday Parties.
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Medical Insurance Plan.

Equal Opportunity Employer/Veterans/Disability