



## Materials Supervisor - Logistics center in Skopje office

### Role and responsibilities:

- **Manage Material Delivery:** Ensure production materials are delivered on time to production lines.
- **Schedule Management:** Analyze and manage customer schedules to ensure timely schedules are issued to suppliers.
- **Inventory Management:** Maintain inventory targets of value and accuracy. Identify and manage safety stock risks.
- **Procedure Improvement:** Follow and improve departmental procedures to ensure 100% delivery of production materials.
- **Problem Solving:** Use problem-solving methods to support internal departments and customers.
- **Effective Communication:** Communicate with internal/external customers and suppliers about supply chain issues.
- **Promote Teamwork:** Encourage teamwork and a culture of change and flexibility.
- **Talent Development:** Identify and develop team talent.

### Technical Skills & Qualifications:

- **Education:** University degree in Engineering, Business, IT, or related field (Logistics preferred).
- **Language Skills:** Fluent in English; other languages are a plus.
- **Experience:** 3 years in Materials Planning (Logistics, Supply Chain Management) and initial team management experience.
- **Technical Skills:** ERP/MRP experience and advanced MS Office skills, especially Excel.
- **Leadership and Analytical Skills:** Strong leadership, analytical, and communication skills.
- **Proactive and Adaptable:** Proactive, entrepreneurial, confident, and adaptable to a demanding environment.
- **Negotiation and Time Management:** Good negotiating skills and effective time management.
- **Team Player:** Strong team player, self-motivated, and results-driven.
- **Flexibility:** Flexible to meet changing business demands.

Please submit your CV to the following link: [Materials Supervisor - new Logistics Center in Skopje Job Details | Lear Corporation](#) no later than 14 July 2025.