

Materials Management



The Materials Management training program is created to fulfill the entry-level workforce requirements of businesses that hire stock clerks, shipping & receiving clerks, and/or retail salespeople.

Expectations & Requirements

While on the job, you will be expected to display the following traits at all times:

- Punctuality and dependability
- Attention to detail and accuracy
- Cooperation
- Ability to actively listen
- Capacity to communicate effectively
- Self-control

LEARNING OBJECTIVES

As a **Materials Management student**, your tasks include:

- Assisting customers by answering their questions and helping them choose merchandise.
- Applying price tags to merchandise according to the provided price list.
- Stocking shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Checking merchandise invoices against received items to ensure accurate shipments.
- Using a cash register to itemize and total customer purchases at the checkout counter, accepting cash or charge card payments.
- Helping transport packages to customers' vehicles.
- Conducting inventory checks or examining merchandise to determine items that need to be reordered or restocked.
- Receiving, opening, unpacking, and arranging sales floor merchandise.
- Maintaining cleanliness of display cases, shelves, and aisles.
- Creating attractive advertising signs and displays on shelves, counters, or tables to attract customers and boost sales.
- Packaging customer purchases in bags or cartons.
- Requesting merchandise from suppliers based on available space, current stock, customer demand, or advertised

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Career Options

Upon completion of the Materials Management training program, students will be ready to obtain entry-level employment in any of the following areas: Stock Clerk, Shipping & Receiving Clerk, and/or Retail Sales.

- **Stock Clerk:** A Stock Clerk is responsible for stocking supplies and merchandise, labeling products and containers, providing information to customers about goods and services, inspecting shipments to ensure accuracy, calculating costs, collecting payments, delivering items, placing orders for materials and equipment, monitoring inventory, distributing materials, receiving shipments, cleaning facilities and equipment, packaging items for shipping, and performing other assigned tasks.
- **Shipping & Receiving Clerk:** A Shipping & Receiving Clerk is responsible for examining shipment contents to ensure accuracy, recording shipment data for reporting and recordkeeping, preparing necessary documents for material routing, communicating with establishment representatives to address issues or discrepancies, packaging and labeling materials for shipping, coordinating shipping arrangements with carriers, delivering or routing materials to respective departments, managing inventory of shipping materials, determining shipping methods and rates, calculating charges using computer systems, considering environmentally friendly shipping options, and completing other assigned tasks related to shipping and receiving operations.
- **Retail Sales:** In the role of Retail Sales, tasks include processing order receipts, retrieving merchandise from storage areas, checking orders for specific details like catalog numbers, sizes, colors, and quantities, placing items on conveyors for wrapping, maintaining records of outgoing orders, calculating prices, requesting additional materials or equipment as needed, and completing other assigned duties.

All students participating in the **Materials Management training program** will have the chance to earn the 10-Hour **OSHA General Industry Safety certification**.

Upon completing the **Materials Management training program**, students may go on to work in a multitude of places including, but not limited to warehouses, wholesalers, various retail stores, shipping & receiving companies, storage yards, etc.



Minimum Entrance Requirements

To enter the **Materials Management training program**, students should have a reading grade level of 6th grade or higher, basic math skills, physical capabilities to engage in activities like walking, standing, stooping, squatting, and bending, the ability to lift and carry weights of 10 pounds frequently and up to 50 pounds occasionally, tolerance for extreme temperatures, dust, allergens, noise, and chemicals, good communication skills, clear vision, and functional use of hands, arms, prosthetics, or arm stick devices.

Course Duration and Sequence

Students wishing to enter the **Materials Management training program** should expect to spend between **3 to 6 months** or **360 to 720 hours** in training.

Please note that, with the addition of ancillary services as well as individual pace, student completion timelines will vary.

