



Import/Export Materials Manager

Requisition: MATER005428

Location: Arlington, Texas

Are you interested in a position that is challenging and innovative? For over 80 years, Oil States Industries, Inc. has been a highly respected technology and solutions pioneer manufacturing diverse products for offshore platforms, subsea pipelines, defense, and general industrial applications worldwide.

Oil States recognizes that our diverse workforce is our greatest asset. We offer a competitive pay package, including a bonus program for all employees. When we contribute to the company's success, we all win.

Employees enjoy paid time off including vacation, holiday and sick time; 401(k) plans; and a tuition reimbursement program. Our healthcare programs include medical, dental, vision, life insurance, long- and short-term disability insurance, and flexible spending accounts.

Sounds pretty great, doesn't it? Come join our team!

Oil States is currently looking for qualified candidates for the position of Import/Export Materials Manager. This position is on-site full time and located at 7701-C South Cooper Street, Arlington, TX 76001.

POSITION SUMMARY:

The Import/Export Materials Manager will be responsible for purchasing operations, importing and exporting requirements, sourcing, and campus inventory control.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Purchasing oversight of raw materials and component parts.
- Inventory management, to include receiving and shipping.
- Coordinate international transportation with vendors, freight forwarders, and Customs brokers.
- Ensure vendor compliance with shipping and import documentation requirements.
- Notify the Import/Export Compliance Manager of new import materials prior to PO placement and collaborate on tariff classification.
- Manage Temporary Import Bond (TIB) requirements, including Statements of Use, and inventory tracking.
- Collaborate with Import/Export Compliance Manager on TIB extensions, and closures.
- Serve as liaison between Customs brokers and the project management team on delivery arrangements and approval of destination charges.
- Supplier selection and sourcing of purchased services.
- Develop and maintain routing of raw and in-process materials
- Coordinate all department activities necessary for maintaining accurate inventory levels for production scheduling while achieving department and company goals.
- Develop and implement departmental policies and procedures.
- Provide necessary support to plant production.

- Coordinate with other departments on new parts, sample parts and pilot parts to ensure timely delivery performance to customers.
- Ensure all customer requirements are scheduled to the plant to ensure timely delivery.
- Coordinate and report standard performance regarding inventories, cycle counting, etc.
- Work with Quality as needed on outside vendor development/training/performance measurement
- Coordinate with other departments to develop and maintain OSI Master Control processes and systems.

SUPERVISORY RESPONSIBILITIES:

- Daily supervision of a team of supervisors and administrative personnel.
- Selection of employees who possess the qualities, technical skills and experience that will enable them to become effective and successful contributors.
- Create a working environment that actively develops and encourages employees to achieve their maximum potential and overcome deficiencies through education and on-the-job training.
- Lead and influence the activity of employees in a desired direction; demonstrate the ability to inspire support, trust and loyalty from your employees.
- Promote teamwork and distribute work among subordinates to ensure achievement of group objectives within expected time frame.
- Ability to evaluate strengths and weaknesses of your personnel and differentiate between levels of on-the-job proficiency of subordinates to maintain an efficient and successful staff.
- Provide leadership for employee relations through effective communications, coaching, training, and development.

QUALIFICATION REQUIREMENTS:

- High School diploma with a minimum of 10 years of related experience in manufacturing; or BS/BA degree in a manufacturing related discipline with a minimum of 0 – 3 years of experience.
- Materials management experience in a manufacturing facility required.
- Import/Export logistics experience is required.
- Basic knowledge of Incoterms, the US Harmonized Tariff System (HTS), and Schedule B export commodity codes preferred.
- Supervisory experience preferred.
- Proficiency in Microsoft Office is required, including Outlook email. Solid skills in Excel.
- Knowledge of ISO 9001 requirement is a strong plus.
- Experience with implementation of an MRP system, Glovia a plus.
- Strong communication and organizational skills are required.

PHYSICAL REQUIREMENTS

- Prolonged sitting, walking and standing.
- Frequent use of a computer

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Over 80 years in business

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