



## Material Handler Job Description

<b>Reports To:</b> Material Handler	<b>Department:</b> PC / MFG
<b>Classification:</b> Non-Exempt	<b>Date:</b> 5.28.2014

### **SUMMARY:**

The Material Handler requires knowledge of the layout of our storage areas, knowledge of parts produced, plus actual procedures followed for pulling, staging, plus recordkeeping.

### **ESSENTIAL FUNCTIONS:**

- Responsible for inspection/care of material handling equipment, as needed.
- Safe/proper operation of material handling equipment, as needed.
- Correct location, identification and selection of customer parts
- Proper handling of customer parts when filling orders.
- Proper handling of identification tags
- Correct completion of customer orders.
- Proper handling, staging of totes
- Immediate reporting of problem areas or mis-location of totes/parts.
- Develop ideas for improvement of shipping activities.
- Constructive interaction with fellow team members, team leader/group leader.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Detail and process orientation.
- Able to deal effectively with changing conditions.
- Ability to think in the abstract and see how changes in conditions, operations, and the environment will affect outcomes.
- Communicate effectively, clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Team work is extremely important in this line of work.
- Able to work rotating shifts.



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#### **SUPERVISORY RESPONSIBILITIES:**

N/A

#### **WORKING CONDITIONS:**

While performing the duties of the job the employee is frequently required to sit, talk, see, and hear.

Work is indoors in environmentally controlled conditions. Setting is production driven and manufacturing plant/light industrial.

#### **MINIMUM QUALIFICATIONS:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. However, we prefer the following.

- High school diploma or equivalent.
- Warehouse/production environment experience.
- One (1) years of direct experience in shipping.
- Familiarity with 5S activity.
- Ability of operate forklift and/or other material handling equipment.