

# **Material Handler**

## **Summary**

The Material Handler will transport materials, supplies, and finished products to designated locations.

## **Essential Duties and Responsibilities**

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Receives, distributes and stores products as directed in the designates, secure locations.
- Prepares and maintains records of materials received and shipped including dates of transactions, location and other pertinent information.
- Safely operate a forklift and other necessary equipment (following appropriate training).
- Reviews shipments for quality and accuracy; reviews accompanying documents for accuracy.
- Confirms shipping details or special instructions; expedites shipments that affect the manufacturing process schedule.
- Transports and loads materials, supplies and finished goods.
- Escalates any problems to supervisor.
- Validates, approved and forwards shipping documents to supervisor.
- Collects and properly disposes of scrap bracing, cardboard and strapping; maintains a safe and clean work environment.
- Follow and comply with all safety and work rules and regulations.

## **Required Skills/Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outstanding organizational and communication skills.
- Good math and data entry skills.
- Comfortable with software and scanning as it relates to shipping.
- Efficient time management skills.
- Ability to work independently.

## **Education and/or Experience**

- High school diploma or equivalent required.
- One – two years of related experience.

## **Physical Requirements**

- Able to stand or walk for extended periods of time.
- Able to climb, bend, reach, stoop, kneel and stretch for extended periods of time.
- Must be able to lift up to 50 pounds at a time.