

## Material Handler C

### Job Description

**Job Title:** Material Handler C  
**Department:** Shipping  
**Reports To:** Manufacturing Supervisor  
**Prepared By:** Jessica Falconer  
**Prepared Date:** 10/31/2018  
**Job Code:** 6C-MH104  
**FLSA Status:** Non-Exempt

#### **SUMMARY:**

This position will be responsible for inspecting, assembling, packing, loading and securing finished products for shipment. Must have a working knowledge of the ERP system to be able to direct workforce in daily tasks. Must adhere to safety and quality standards.

**DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Picks and packs product appropriately for shipment \*
- Loads and unloads product from delivery trucks according to procedure
- Verifies each incoming delivery matches the company purchase order
- Understands put-away process and bin maintenance
- Scans items to keep track of inventory
- Creates labels and move tickets
- Understands all types of shipping methods\*
- Understands basic receiving functions
- Knowledge of special packing for SAG Accounts \*
- Knowledge of export procedures\*
- Understanding of freight quotes\*
- Maintains department replenishment systems (Kan Ban)\*
- Proper Use of docking plates & chocking procedures
- Executes in accordance to Standard Operating Procedures for department\*
- Proficient understanding of department specific tools
- Knowledge of plant and Department layouts
- Completes industrial lift truck certifications (as needed) \*
- Understands and engages in department metrics
- Proficient in applicable computer programs\*
- Supports Continuous Improvement

\* Essential Duties and Responsibilities

## **QUALIFICATIONS**

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.

## **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent. 1-3 years of experience required. Must be familiar with procedures, products, crating and material handling methods. At least 1 year of forklift experience. Must be certified/licensed for powered industrial vehicles used in the department and meet all skills training required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, and stand for extended periods of time. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Must be comfortable with heights as this position requires picking product from high racks in the warehouse.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate.