

## **Material Handler**

### **JOB SUMMARY:**

The Material Handler will be responsible for the movement of raw materials to/from different departments and process areas. The material handler will handle the scanning and stocking of materials. The incumbent will be responsible to follow the processes as described by the job/work instructions.

### **ESSENTIAL DUTIES:**

- Safely operate a fork truck/hi-lo to move product throughout the manufacturing facility
- Stock raw material, move completed material to storage or shipping locations, and stock line side rack
- Work within different departments as directed
- Sort, organize, arrange, and store dunnage returned from customers
- Moving of raw goods to and from inventory location to point of use
- Moving of in-process product among work centers
- Loading of bins and bin contents into production lines
- Electronic locating and transferring of raw goods and finished product with the use of hand held scanners
- Assembly of raw goods such as boxes and spools
- Report any and all incidents involving fork truck/hi-lo accidents promptly to supervisor or SHEQ

### **REQUIRED KNOWLEDGE AND SKILLS:**

- 1 year of Material Handling experience preferred, including fork truck driving experience.
- Understanding that Safety and Quality comes first.
- Computer skills to include (Microsoft Office Suite)
- Prefer manufacturing or warehouse environment of 1 year or more.

### **EDUCATION OR QUALIFICATIONS:**

- High School diploma or Equivalent

### **PHYSICAL REQUIREMENTS (AS APPLICABLE):**

- Must be able to lift and move materials, up to 50 lbs. regularly throughout work day.

### **TALENT FRAMEWORK:**

- Individual Contributor