



JOB DESCRIPTION

Position Title	Material Handler	Department(s)	Materials
Direct Report(s)	None	Revision/Approval/Date	September 13, 2007
Pay Schedule		Pay Type	Hourly

JOB SUMMARY

The Material Handler is responsible for maintaining inventory accuracy for physical inventory, system inventory and for meeting productivity goals for receiving, kitting, and shipping.

RESPONSIBILITIES

- Receiving – counting parts, checking packing slips for accuracy, processing receipts, labeling the parts and put away of parts into storage locations.
- Kitting – Picking parts from inventory locations, returning parts to inventory locations and cycle counting inventory locations.
- Shipping – Packaging finished goods, preparing and processing shipments for delivery to the customers.
- May be asked to perform other duties at a lower level or higher level of proficiency or not related to this classification on occasion

EDUCATION / EXPERIENCE REQUIREMENTS

- High School diploma or GED
- Minimum six (6) months distribution/warehouse/inventory control experience in manufacturing/distribution/retail environment.
- Forklift training/certifications preferred.
- Valid driver's license preferred.

SKILLS AND ABILITY EXPECTATIONS

- Ability to learn in-house software application and successfully process transactions.
- Organized, detail orientated and multi-tasking skills.

EXPECTATIONS

- Meet or exceed productivity goals.
- Maintain or improve inventory accuracy.
- Participate in process improvement.
- Maintain a clean and safe work area.



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Sensory Requirements:

Weight required to be manually lifted each normal work day:

(Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)

	Not Req'd	Occasional	Frequent	Continuous
Up to 10 pounds			X	
Up to 20 pounds			X	
Up to 35 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Lifting and Carrying: Must lift items onto and off of:

Pallets

Inventory shelves

Conveyor belts