

Job Description

Position Title: Material Handler/Driver
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Reports to: Operations Manager

Department: Materials

Job Description: Responsible for assisting in the functions of the Shipping/Receiving department. Responsible for making sure all daily shipments are received and all finished goods are properly packaged and shipped. Assist in maintenance of inventory, both finished and raw, and organization of all warehouse areas.

Skills/Qualifications:

- Well organized.
- Accurate and attentive to details.
- Good mathematical, communication and English language skills
- Computer literate (Word, Excel, MAS 90)
- High school diploma or equivalent
- Ability to lift 50# in weight to move or maneuver materials
- Experienced 1-5 years in related field
- Valid Driver's License

Responsibilities and Essential Functions Include:

- Responsible for Shipping and Receiving Functions
 1. Load, unload and move materials from within shipping and receiving, plant, yard, storage areas or work sites, to designated areas, using hand truck, electric dolly, fork lift or other devices.
 2. Receive all incoming raw materials, tools, dies, customer supplied materials (CSM), etc. (count, weigh or measure all items against Sales Order, Packing Slips, Bill of Ladings or Purchase Orders).
 3. Check all shipments for damages and/or shortages – report to management.
 4. Open containers, load and /or unload materials from containers or pallets.
 5. Verify and keep records of all incoming and outgoing shipments.
 6. Prepare all paperwork for receiving
 7. Place raw materials into inventory once received
 8. Prepare material tags for incoming materials
 9. Ship all Finished Goods per Sales Order report or request
 10. Properly package all shipments (outgoing) for shipment
 11. Prepare and send out all samples
 12. Assist with special projects and assignments per request of the Department Manager
 13. Driver
 14. Forklift Certified a plus
- Responsible for Materials Support
 1. Deliver material to Production per Work Order request
 2. Return materials to stock
 3. Receive Finished Goods per Work Order
 4. Maintain organization of Finished Goods
 5. Maintain organization of Raw Materials

- Responsible for House Cleaning/Maintenance in Shipping/Receiving and Inventory areas

Professional Standards:

The Material Handler/Driver will be responsible for following the Professional Standards listed below.

- Maintain a current level of professional knowledge in area of expertise.
- Maintain a professional network and key resource contacts
- Responsible for personal growth and development.
- Communicate open and honestly with management, team members, customers and clients
- Model professional behavior

Job Metrics:

The elements used to evaluate the position of Material Handler/Driver are listed below. The elements listed below are a listing of the core elements and may not include all the elements that the Department Manager uses to execute the evaluation.

- Successfully complete all daily task
- Ship and Receive materials, tools, dies, MRO supplies, finished goods, etc. in a timely manner
- Communication with Department Manager and Team members

Working Relationships:

The Material Handler/Driver is responsible for working in conjunction with several key team members and outside persons. Below is a list of the Working Relationships the Material Handler/Driver is responsible for maintaining.

Internal:

- | | |
|------------------------|----------------------|
| • Materials Supervisor | • Manufacturing Team |
| • Finance | • Customer Service |
| • Quality personnel | |

External:

- Existing vendors
- Shipping contacts

Signature: _____ **Date:** _____