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## **Job Description**

**Summary:** *The Material Handler position has the combined responsibilities for maintaining warehouse inventory, shipping and receiving freight, handling stock to fulfil the assembly line needs, maintaining the cleanliness of parts and facilities as needed, and operating a powered fork truck to accurately move freight throughout the building.*

### **Duties & Tasks:**

- Loads, unloads and moves materials within or near the facility
- Reads work orders or follows verbal instructions to retrieve materials or containers to be moved.
- Loads and unloads materials onto or from pallets, trays, racks and shelves by hand.
- Maintains material quality and inventory of materials to be moved by sight inspection and counting before moving.
- Lifts heavy objects by hand or by using power equipment.
- Cleans work area, machines and equipment using brooms, mops, cloths and cleaning compounds to maintain housekeeping.
- Stacks or assembles materials into bundles and bands bundles together using a banding tool.
- Verifies, records and keeps record on all outgoing and incoming shipments and prepares materials for shipment.
- Compares identifying information and counts, weighs or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders or other records.
- Records receipt of incoming materials and supplies.
- Examines incoming shipments, rejects damaged items, records and reports shortages and discrepancies and corresponds with the appropriate persons to rectify.
- Routes incoming materials, supplies or equipment to the appropriate departments or other areas.
- Prepares products or materials for shipment by closing and sealing packages, affixing labels, and checking postage.
- Places shipping labels, identifying information and shipping instructions onto packed cartons or containers.
- Examines outgoing shipments to ensure shipments meet specifications.
- Prepares bills of lading and maintains documents of goods shipped.
- Compiles and keeps records of quantity, type and values of material counted.
- Counts materials, property and supplies and records totals to inventory program in SAP.
- Verifies recorded computations against physical count of inventory and adjusts errors or investigates and reports reasons for discrepancies.
- Prepares reports, inventory balance sheets and lists of depleted or defective or unusable material.
- Controls stock and issues materials to the assembly line as needed

**Competencies (Knowledge, Skills & Abilities):**

- SAP experience with Materials & Inventory Management transactions required.
- Ability to safely operate powered industrial equipment.
- Ability to operate a forklift
- Ability to communicate professionally
- Ability to keep organized & maintain attention to detail
- General computer skills required
- Ability to work within the BITZER BIPROS system.
- Ability to work safely and effectively within a team environment.
- Able to lift 50-60 pounds as needed and 30 or more pounds on a regular basis.

**Requirements:**

- Must possess effective verbal and written communication skills.
- Must be able to effectively communicate and meet with other team members and supervisors with respect, courtesy, discretion, and sound judgement.
- Must be punctual and have a history of reliable attendance.
- Must possess the ability to work safely and effectively in a team manufacturing environment and be willing to assist other team members, as well as work collectively with others within the organization.
- Must possess good hand/eye coordination.
- Must demonstrate accuracy, responsibility, and thoroughness.

**Work Environment:**

- This job is performed in a manufacturing environment. Steel toed boots and safety glasses are required.

**Physical Demands:**

- While performing the duties of this job, the employee constantly is required to stand, walk, bend, stoop, use arms, hands and fingers. May be required to lift, push, and pull 30 or more pounds on a regular basis and occasionally up to 50 pounds.

Job Type: Full-time

Pay: \$15.00 per hour