

MATERIAL HANDLER

Job Description

Hours: Monday – Friday; 8:00am – 5:00pm / plus daily overtime should workloads require;
Overtime may consist of either coming in early and/or staying late, depending on company needs.

PLUS: Every other Saturday from 8:00am – 1:30pm

Reports To: VP of Operations & Warehouse Manager

Purpose:

Responsible for the pulling, sorting, labeling, storing, loading, unloading and the moving and handling of parts/materials in the warehouse.

Requirements:

- High School Diploma or the equivalent
- Industrial equipment certification to operate: Order Picker, Sit-Down Forklift
- Strength and stamina to routinely pick up and move parts/materials by hand
- Able to lift/carry/push/pull up to 50 lbs.
- Able to read, write and understand the English language
- Good listening and follow through skills; is able to follow oral instructions
- Computer literate: comfortable typing, emailing and printing
- Familiar with warehouse safety procedures and regulations
- Bilingual English/Spanish a PLUS!

Responsibilities:

- Operates industrial equipment such as Order Picker, Sit-Down Forklift to assist in moving materials and products to designated areas
- Reads work orders to ascertain the correct materials or containers to be moved, picked or pulled
- Identifies, pulls, sorts, counts, labels and transports material to be stored or shipped
- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand
- May assemble crates and cartons that contain parts/materials
- Uses computer skills to type and send emails to check-reference correct parts to be pulled/shipped
- May print labels using printing software (Zebra)
- Assists with inventory control and cycle counting when needed
- Follows safety guidelines regarding industrial truck safety and the moving and disposing of materials as regulated by law
- Keeps work area clean
- Performs other warehouse duties as assigned