 <b>Document type:</b> <b>Job Description</b>	<b>Document Number:</b> <b>JD027</b>	
<b>Job Title: Material Handler</b>	<b>Revision</b> <b>A</b>	<b>Authored Date:</b> <b>2016-03-14</b>

**Department:** Operations

**FLSA Status:**  **Exempt**  **Non-Exempt**

**Job Summary:** Works in shipping, receiving, stocking and delivery of parts, supplies and products, verifying and keeping record on incoming and outgoing items. The materials department will ensure the flow of materials through the supply chain.


**Essential Functions:** Load and unload materials in warehouses and storage facilities using appropriate equipment. Unpack & examine incoming shipments, reject damaged items, record shortages & correspond with shipper to rectify damages & shortages. Receive and verify materials against packing slips to ensure the accuracy of the delivery. Count or weigh parts to check quantity accuracy and contact the vendor when shipment is inaccurate to rectify the discrepancy. Route items following receiving procedures (dock to stock -FIFO rule or quarantined for inspection) and Lean Manufacturing techniques.

Determine method of shipment, utilizing knowledge of shipping procedures, routes and rates. Fill out the appropriate paperwork to ship the product. Perform transactions in the inventory system to enter new quantities and, during shipping transactions, to remove inventory from stock. Compare identifying information & count, weigh or measure items of incoming & outgoing shipments to verify against bills of lading, invoices, orders or other records. Assemble cardboard containers or select preassembled containers. Insert items into containers, using spacers, fillers, & protective padding. Tape containers with appropriate color tape, using a tape machine. Stamp or glue identifying information & shipping instructions onto crates or containers. Post weights & shipping charges; affix postage & appropriate COD charges.

Issue materials to Production following Kanban rules and issue materials to departments in the organization as needed. This involves transacting inventory quantities and delivering the parts to the work area. Monitor the stockroom inventory and reports discrepancies in quantities to supervisors and Inventory Control Coordinator.

**Supervisory Responsibilities:** None.

**Success Factors:** Detail oriented. Able to multi-task. Works well under pressure and deadlines.

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**Minimum Qualifications / Education:** Two years shipping, receiving, stock warehouse experience. Ability to operate warehouse equipment, i.e. forklift and hand truck.

**Computer Skills:** Experience with Microsoft Office, MRP and Barcoding Systems. Knowledge of UPS/Fedex System a plus. All applicants will be subject to a basic tests during the interview.

**Work Environment:** Production Floor, Stockroom, Warehouse.

**Physical Requirements:** Must be able to meet National Institute for Occupational Safety & Health (NIOSH) Standards.

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge review of this job description.  
 (Employee's Name - PRINT Name)

\_\_\_\_\_  
 Employee's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
 Supervisor's Signature Date: \_\_\_\_\_