



MATERIAL HANDLER – SHIPPING

Job Description Summary

Identifies, transports, pack, removes, and disposes of materials. Loads, unloads and stacks material using forklift or other appropriate material handling equipment. Assembles and checks shipments for correctness of items, weights and quantities.

Duties and Responsibilities

- Count packages and packs in shipping cartons using packing machine.
- Marks carton with proper identification as to its contents.
- Shelf completed cartons for storage until future ship date.
- Operate a labeling machine or hand labels cartons for shipment to customers.
- Determine method and mode of shipment to customer requirements.
- Ensure that materials received or loaded on trucks and properly stored for future use.
- Compare 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.
- Routinely move material from storage into production area.
- Uses MRP system for labeling of materials.
- Communicate with supervisor on daily basis on material issues or safety.
- Operate forklift in a safe manner, ensuring loads are stable and secure.
- Maintain the department/ work area clean and organized.
- Follow ISO/TS, safety, environmental procedures as well as department and corporate policies/ procedures.

Job Knowledge

- Certified forklift operator.

Abilities

- Ability to comprehend simple, sometimes detailed, oral and written instructions.
- Ability to add, subtract, multiply, and divide.
- Ability to train others.
- Ability to interface with computer to print labels.
- Ability to lift up to 50 lbs.



Education and Training

- Forklift truck, hand pallet jack, label machine and weight scales.
- Steel toed shoes and safety glasses are required at all times.
- 5 years of more of technical experience

Tools and Equipment

- Must provide own tools.
- Steel toed shoes, safety glasses and ear plugs are required at all times.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned and are not limited to the following listed above.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.