

Material Handler

Department: **Material Handling**

Organization: This position reports to the Material Handling Supervisor. This position follows the directions of the Material Handling Lead according to the element of the warehouse they are supporting.

Accountability: Responsible for accurate and timely picking of waves and special print orders, staging the wave or special prints in either the QT or UPS shipping areas according to SOP 4.15-01 Packaging of Product per Customer Requirements, SOP 4.15-02 Preservation of product while in our Facilities, and SOP 4.15-15 LTL Shipments. Must be able to pick, stage and put away completed work orders. Accurately confirm all product and counts prior to locating the product to its destination. Maintain inventory integrity of the locations.

Responsibilities:

- Assist with loading and unloading of incoming product.
- Pull and locate product for shipping or production.
- Maintain product integrity and take measures to prevent loss or damage to product.
- Assist with counting of product.
- Maintain the integrity of locations for correctness and cleanliness.
- Inform supervisor of any supplies needed for the warehouse.
- Communicates with all company personnel in accordance with job function.
- Maintains personal discipline
- Perform any other task assigned by supervisor.

Qualifications:

Education:	High School graduate or equivalent (minimum)
Experience:	Preferred

Knowledge / Skills:

- Must be able to use proper techniques to lift 50 lbs.
- Must be able to operate forklift and other material handling equipment.
- Must have a familiarity with warehouse systems and inventory control
- Must be certified operator of stock picker and all other material handling equipment
- Must be self-motivated and personally accountable
- Must be skilled in mathematics, personal computing, and interpersonal communication.
- Must be accurate and thorough, with a great attention to detail
- Operate the scan gun in the RF-Smart environment

LAST REVISED DATE: 9/9/2014
ISSUED BY: Kurt M Wood