



## MATERIAL HANDLER

### SUMMARY:

As the new Material Handler, you will manually or by forklift move materials, supplies, and finished goods to designated areas in the facility. A material handler also maintains production and distribution of product by pulling orders from inventory, delivering production materials and supplies, and staging the finished product.

### RESPONSIBILITIES:

- Maintains inventory by identifying, labeling, and placing materials and supplies in stock; recording location of inventory.
- Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.
- Maintains in-process inventory at work centers by delivering and opening materials and supplies.
- Assist in reviewing pick sheets based on customer orders and then pulling the right products for each order
- Work closely with the inventory group to monitor supply levels and submit purchasing recommendations on a regular basis
- Load and unload delivery trucks and make sure that each incoming delivery matches the company purchase order
- Collaborate with the inventory control and purchasing groups to determine when product is missing in a delivery

### EXPERIENCE & PHYSICAL DEMANDS:

- High school diploma/GED required
- Ability to lift loads of 60-100 pounds
- Current and valid OSHA forklift operation certificate
- Able to work occasional weekends, holidays and evenings
- 1+ years' inventory management experience
- Strong attention to detail

PLEASE SUBMIT FILLED OUT APPLICATION ONLINE AT [WWW.SMF-INC.COM](http://WWW.SMF-INC.COM)  
VIA EMAIL @ [KJONES@SMF-INC.COM](mailto:KJONES@SMF-INC.COM) or  
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