

Material Handler

Job Summary

To manually or by forklift move materials, supplies, and finished goods to designated areas in the facility. A material handler maintains production and distribution of product by pulling orders from inventory; delivering production materials and supplies; staging 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

Requirements

- 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