



**Position Summary:** Material Handler team member is responsible for all aspects of picking, packing, counting, verifying, moving and kitting materials.

### **Duties and Responsibilities**

- Abides by OSHA and CMF rules and regulations for safety.
- Wear typical protection gear in a non-airconditioned environment that contain dust, odors and noise.
- Work well under pressure.
- Read customer orders, shipping pick list or bill of lading to determine items to be moved, kit or shipped.
- Mark materials/packaging with identifying information and or internal travelers.
- Manage parts and maintain inventory records for internal job orders.
- Verify and kit job orders for multiple operations and follow standard routings on the parts.
- Ability to read blueprints to verify Bill of Materials (BOM) for internal orders.
- Verify basic part dimensions with a tape measure and blueprint
- Safely operate forklift and overhead cranes and other lifting equipment to transport materials within the plant.
- Other duties and responsibilities as assigned.

### **Physical Demands**

- Required to stand for long periods of time and walk frequently (8-10hrs).
- Must be able to frequently lift and/or move objects of up to 75 pounds.
- Must be able to cover other shifts/overtime as necessary.
- Must be able to bend, stoop and squat frequently.

### **Required Knowledge and/or Experience**

- High School Diploma or General Education Degree (GED).
- Minimum of 1-2 years experience and/or training; Or combination of education and experience.
- Ability to work in a team as well as individual.
- Attention to detail and problem solver.
- Basic computer skills.
- Basic math and measurement skills.
- Ability to read blueprints, picklist, travelers for orders.
- Ability to read English.
- Ability to work and communicate effectively with others.
- Knowledge or experience with Shop floor manager (ERP System) is a plus