

## Material Handler / Shipping & Receiving Job Description



### Work Activities:

- Will be versatile and cross train in shipping / receive along with operate forklift.
- Compare / identify information and counts on incoming and outgoing shipments.
- Verify information against bills of lading, packing slips, invoices, or other records.
- Unpack, examine, and route incoming shipments. Report defective materials to the proper personnel.
- Load and unload trucks.
- Responsible for counting, sorting & identifying of parts and materials.
- Follow written and oral instructions.
- Adapt to a changing work environment, competing demands and able to deal with frequent change, delays, or unexpected events.
- Responsible for 5S and cleanliness of designated work areas daily.
- Perform safe work habits.
- Assist in Quality Control and Quality Inspection.
- Participate in training for programming and operation of equipment.
- Assist in Production activities as needed, including but not limited to operating fabrication machines.
- Other duties as assigned by management.

### Skills and Abilities:

- Must have superior organizational and multi-tasking skills.
- Ability to work independently with little supervision and within a team-based environment.
- Prioritize tasks.
- Drive forklift and willing to be trained.
- Ability to work in a fast-paced environment.
- Must be able to lift 25-50 pounds.
- 1-2 years of forklift experience preferred.
- 1-3 years' experience in a manufacturing or production setting.
- Communication: Read and understand work related materials.
- Communicates with management, production control, quality, and other shop personnel for assignments and to resolve any issues.