

The Material Handler is responsible for assessing, acquiring and moving material requirements in support of Production processes. This person will be expected to transport materials (Raw, finished goods and scrap) from Receiving areas to Stores to final point of use using a variety of equipment and methods. Computer system interface (input/output) will also be required.

Responsibilities:

- Materials from designated areas to/from production floor using forklift and/or other Transport conveyance methods.
- Prepares outgoing materials using a variety of methods and equipment, including, but not limited to, scanning, labeling, wrapping/packaging etc.
- Completes required paperwork to accompany outgoing materials such as Inter-company Bills of Lading.
- Uses systems technology to input and retrieve inventory and parts data.
- Assesses material needs for assigned Production area(s) throughout the shift and pulls materials using an information system to support the production schedule.
- General housekeeping of work area.
- Other duties as assigned.

Education, Training and Experience:

- HS degree or GED
 - Keyboarding skills
 - Good Communication skills
 - Ability to multitask and prioritize work in order to successfully accomplish job duties
 - Forklift Experience required
 - Periodic re-certification required
 - User-level knowledge of Microsoft Office Suite.
 - Prior experience in a Manufacturing environment preferred
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- This is a contract to hire role
 - Pays \$20.90/hour
 - Hours: 3:00 PM -11:45PM Mon-Fri with OT on Saturday
 - Their schedule will change in March to an Alternative Work Week Schedule. 3 days/4 Days 6:00 PM-6AM

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