Material Handler

Essential Functions:

- Receive materials and/or finished goods on a daily basis.
- Verify the quality, type and amount of materials received are correct and that the appropriate documentation is present (e.g. packing list).
- Examine, sort, arrange, count, store, pick, and pack items for storage and/or shipment in accordance with established procedures and customer requirements.
- Prepare routine documentation.
- Operate material handling equipment (e.g. hand truck, pallet jack, dock lever, etc.).
- Follow warehouse safety standards and use of proper PPE (Personal Protective Equipment).
- Prepare and ship materials and/or finished goods in a timely manner according to customer requirements.
- May perform other related duties as required and/or assigned.

Qualifications:

- 1 year of warehouse experience preferred.
- HS diploma or GED is required
- Good communication and customer service skills.
- Functional knowledge of shipping, receiving, and inventory control procedures.
- Demonstrated ability to work well with others in a team environment.
- Ability to work in a fast paced environment and willingness to cross-train in multiple areas within Distribution.
- Flexibility with recurring work situations and tasks.
- Accuracy is required in performing all functions of this position; errors in work could cause delays in schedules
- Follow warehouse safety standards and use of proper PPE (Personal Protective Equipment).
- Strong computer skills including familiarity with relevant software (Excel and Word) preferred.

This position requires the individual to be ready to start work on-time daily and also may require over time when demand fluctuates. Unplanned unapproved/missed-time is required to be less than 2% annually

To Apply:

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