

**Title: Material Handler****SUMMARY**

Performs manual and clerical duties related to shipping, receiving, storing, issuing and delivering a variety of materials and supplies.

**PRIMARY RESPONSIBILITIES**

- Counts, weighs or measures incoming or outgoing items to compare identifying information and variety against bills of lading, invoices, orders or other records; examines incoming shipments for damage or shortages and corresponds with shipper to rectify; completes paperwork or forms required for documentation.
- Operates material handling equipment such as forklifts, pallet jacks, hand trucks or dollies to move stock or reorganize storage.
- Fills orders and issues materials and supplies per requests; documents transactions appropriately; prepares requisitions and maintains records of inventory.
- Write Non Conforming Material Reports when required and be familiar with the process of quarantining products that have been rejected.
- Provide samples and communication to Quality and Production Management concerning quality issues when required.
- Other duties as assigned.

**KNOWLEDGE AND SKILL REQUIREMENTS**

- Knowledge of automated or computerized system operation.
- Knowledge of record keeping practices.
- Knowledge of safety practices.
- Skill in lifting heavy packages and objects.
- Skill in operating forklift or other materials handling equipment.
- Skill in operating large vehicles in tight and congested areas.
- Ability to effectively communicate.

**WORKING CONDITIONS**

Working conditions are normal for a warehouse environment.

**REPORTS TO**

Warehouse-Inventory Supervisor and/or other designated manager.

Note: This description does not include all of the responsibilities inherent to this job. It provides as much detail as is necessary to distinguish this job from all others.