

MATERIAL HANDLER

Perform duties to receive, stock, move, pull, split, package, repair, inspect, and ship materials utilizing a forklift truck and simple processing equipment.

Work from sales orders, purchases orders, packing-lists, work instructions, and procedures:
(Essential)

1. Unload rucks, weight ns stage material for inspection.
2. Inspect incoming material for damage and packing-list accuracy. Report discrepancies to the Quality Coordinator and describe the problem on the packing-list before signing for the shipment.
3. Sample and test material to verify purchased product or customer material complaint.
4. Authorize, tag and place verified material in tis designated storage location.
5. Tag and place nonconforming material in designated HOLD areas. Dispose of nonconforming material for processing.
6. Stage material for processing.
7. Prepare, inspect, and authorize orders for shipment. Pull, split, weight, process, and package materials to meet sales order and company requirements. Prepare and apply required shipping tags and certifications.
8. Maintain assigned equipment.
9. Notify supervisor of unusual problems.

Use forklift truck, hand truck, computer system, packaging equipment, overhead cranes, hand tools, scales, micrometers, calipers, tensile testers, Rockwell hardness testers, and other simple measurement devises.

Follow safety rules and keep work area in a clean and orderly condition.

Perform other related duties as assigned.

Job Requirements:

1. Energetic, friendly, professional, with a strong work ethic, and an up-beat attitude.
2. Ability to lift or carry more than 60 lbs rely and between 25 and 60 lbs frequently.
3. Ability to operate a forklift in a safe and efficient manner and pass a safety test to become a license operator.
4. Ability to read and understand work instructions and perform simple arithmetic.

50501-RAS-MH v 1

Approved by BF on 9/16/04