



Job Description

Job Title: Material Handler
Department: Warehouse
Reports To: Plant Manager
FLSA Status: Hourly, Non-Exempt
Revision Date: April 2019

Summary

To perform the duties and responsibilities of receiving, storing and shipping goods in a safe and efficient manner. Assist or perform duties of other warehouse positions as needed.

Essential Duties and Responsibilities

- Assist or perform in all aspects of receiving, production, staging and shipping. Operate all types of forklifts/warehouse equipment in a safe manner.
- Performs general warehouse duties which include: Loading and unloading trucks, stocking items received, returned or produced. Assist Boxers as needed and wrap finished goods.
- Provide count verifications as needed, cycle count finished goods, monitor component inventory through cycle counts/audits, and consolidate inventory.
- Receive goods from outside vendors by verifying purchase orders. Break down load; check packing slip vs. actual items and quantities received. Make note of any shortages, damages, or problems with receipts on BOL, and notify Purchasing of any problems.
- Contact Account Manager's for approval of customer supplied components and verify part number.
- Pick components to fill job orders, complete necessary paperwork and move components to the correct staging area assuring production line have materials to continue production.
- Perform and confirm all packaging components to be used are issued to production.
- Process components returned from production lines.
- Stage shipping orders, verify correct material are pulled and accurately documented.
- Perform and confirm finished inventory is processed for accuracy, shipped according to all product specs, and in a timely manner. Communicate any change that could impact a customer to the appropriate personnel.
- Perform and confirm all data from receivers have been input into the inventory system.
- Compact and bale scrap corrugate/plastic.
- Assist or perform duties of other Warehouse positions as needed. To include; Warehouse Material Operator, Warehouse Lead, and coverage at other facility when needed.

INNOVATION makes us different

-
- Comply with all safety policies, practices, and procedures. Report all unsafe activities to Manager and/or Human Resources/Safety Coordinator.
 - Participate in proactive team efforts to achieve departmental and company goals.
 - Provide leadership to others through example and sharing of knowledge and skill.
 - Support and help implement continuous process improvements.
 - Support and adhere to Twincraft's values and credo.
 - Perform other duties as assigned.

Education and Experience

One to three years warehouse experience is preferred. However, a combination of warehouse skills and experience will be considered. Forklift certification & reach truck experience preferred.

Leadership/Supervision

Receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Personal Characteristics

- Computer skills including:
 - Microsoft Office (including Outlook)
 - Database/Inventory Management Systems
- Team-Oriented
- Flexible
- Thorough
- Organized
- Detail-Oriented
- Proactive
- Fast-paced