

## Material Handling Specialist

**Reporting to:** Production Supervisor

**Direct reports:** None

### **DUTIES AND RESPONSIBILITIES:**

- Maintains inventory by identifying, labeling, and placing materials and supplies in stock; recording location of inventory.
  - Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.
  - Maintains in-process inventory at work centers by delivering and opening materials and supplies.
  - Prepares finished stock for shipment by identifying, pulling, packing, crating, loading, and securing product.
  - Contributes to team effort by accomplishing related results as needed.
- Skills/Qualifications: Organization, Scheduling, Analyzing Information , Dealing with Complexity, Deadline-Oriented, Time Management, Process Improvement, Safety Management, Inventory Control, Lifting, Data Entry Skills
- Maintains material-handling

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Organization, Scheduling, Analyzing Information , Dealing with Complexity, Deadline-Oriented, Time Management, Process Improvement, Safety Management, Inventory Control, Lifting, Data Entry Skills

### **QUALIFICATIONS:**

- High School Graduate (GED) required                      Some college: Preferred
- Experience in a material handling role preferred
- Certifications & Licenses: Forklift certified a plus

### **COMPETENCIES:**

- Self-Driven dynamo, detail driven with an eye for improvement opportunities. Helpful and knowing how to get things done are all keys to finding success in this role.
- Physical abilities:  
Ability to lift , stand and/or carry up to 50 lbs frequently  
Being mechanically inclined a plus