



MATERIAL HANDLER

Employment Type: Full-Time / Non-Exempt / Hourly
Department: Purchasing & Operations / #250
Effective: January 2022

Position Summary:

Responsible for processes which include logistics, inventory control, and materials management. Coordinates and completes the cycle count program and maintaining inventory. Performs inventory data transactions for material transfers, work orders, shipments, and receipts. Stages material for use in manufacturing. Executes data entry and data extraction/analysis. Supports shipping and receiving and all warehouse functions. Performs general facilities and operations activities as assigned.

Required Education, Experience and Skills:

High school diploma or equivalent required. One to five years of experience in operations, logistics, or a related field and familiarity with GMP preferred. Strong documentation writing skills and experience in maintaining standard operating procedures is required. Must be proficient with Microsoft Office and have experience with ERP software. IATA/DOT Dangerous Goods certification preferred. Must be able to lift up to 50 pounds over head.

Essential Functions/Major Responsibilities:

- Receives and performs inspection of all incoming inventory raw materials. Stores and organizes in their proper warehouse location after approval.
- Completes materials transfer requests on a daily basis in order to support all internal customers.
- Generates Sales Orders in ERP system for customer orders. Gathers proper documentation and other requirements for rapid customs clearance.
- Coordinates and tracks all shipments from pickup to delivery. Works with department supervisor to ensure they are completed on time and per SOPs.
- Assists department supervisor with forecasting and production planning processes.
- Manages the cycle count program and represents Supply Chain during bi-annual inventory sampling.
- Controls inventory of raw materials and finished goods.
- Interfaces with all departments to support material and shipping needs.
- Fields inventory inquiries and investigates discrepancies with ERP system.
- Supports the MRB/NCMR processes as required.
- Responsible for compliance with the company's quality system requirements through training and adherence to policies, procedures and processes.
- Communicates effectively with internal and external customers.
- Performs general facilities and operations activities and other activities as assigned.

Scope:

Applies acquired job skills and company policies and procedures to complete a variety of tasks. Works on assignments that are semi-routine to moderately complex in nature; the ability to recognize deviation from accepted practice is required. Judgment is required in resolving problems and making routine recommendations. Normally receives minimal instructions on routine work, general instructions on new assignments. Manages own time to successfully complete assigned tasks by stated deadlines under limited supervision.

NOTE: This Job Description is intended to outline general functions of relevant position and shall not be considered as comprehensive definition of specific tasks that will be required. Furthermore, specific duties of this position are subject to change as Company, Department and circumstances change. All employees are expected to perform their duties within their ability as required by the job and/or as requested by management.