



SE0045
08/26/2016

Job Title: **Material Handler - Warehouse**

Shift: All

Department: OPS - WH

Location: Statesville

Reports To: Warehouse Manager

FLSA Status: Non-exempt

Position Purpose

- To move palletized product from assembly line and prepare it for shipment or placement into inventory.

Essential Duties & Responsibilities

- Removes and palletizes finished product totes from line.
- Matches pallets and factory orders to ensure proper quantities and customer identification
- Picks stock from inventory according to needs outlined in build/inventory report
- Does final count to ensure correct shipment as necessary
- Calls trucks to pick up prepared outgoing orders according to routing instructions
- Drives forklift to move pallets, load trucks and move other items in the Warehouse
- Assists with inventory control and count of stocking programs
- Keeps shipping area clean and free of hazards
- Performs other duties as assigned

Knowledge / Skills / Abilities

- Ability to use computer to produce bills of lading, production reporting and other documents
- Ability to read work instructions, labels, etc. to a level to perform job duties
- Ability to add, subtract, multiply and divide basic numbers
- Must be able to match number sequences with labels, factory orders, etc. with accuracy

Qualifications / Prior Experience

- Must have forklift experience
- Must be at least 18 years old
- Six months in manufacturing, production or warehouse environment
- Scan gun experience

Work Environment / Other Requirements

- Must wear PPE as required.
- The work performed is conducted in a climate controlled facility with moderate noise levels that are within permissible OSHA limits