

Job Title: **Material Handler II**
Department: Operations
Reports To: Production Supervisor

Shift:
Location: Sioux Falls
FLSA Status: Non-Exempt

Position Purpose

- Maintain designated location inventory levels, deliver raw materials to production, and assist in coordinating the day to day activities necessary to ensure on time delivery objectives are met

Essential Duties & Responsibilities

- Accountable for stocking and handling of components and raw materials in designated locations
- Accountable for picking /quality and maintaining inventory integrity
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- Pulling, dispersal, and receiving of components to assemblers to produce finished product necessary to fill customer orders
- Assist with inventory activities including cycle counting process
- General Supermarket tasks, identified by Supervisor, to ensure area is efficient

Knowledge / Skills / Abilities

- Accuracy of information and ability to follow a process through to completion
- Knowledgeable of systems and processes and ability to learn necessary computer skills
- Able to move pallets, totes, and move other items safely throughout plant as necessary
- Able to lift 50 lbs consistently
- Addition, subtraction, and multiplication of basic numbers
- Basic computer skills
- Ability to read work instructions, carton labels, etc., necessary in day to day operations
- Ability to prioritize and organize work order travelers
- Able to use the Supermarket picking computer/tablet Application

Qualifications / Prior Experience

- Can obtain forklift certification

Work Environment / Other Requirements

- Can obtain forklift certification
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits

Please apply to Jessica Bennett by 1/15/2021.