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Job Title: Material Handler

Reporting: Material Handler positions report to the Production Lead

Summary: Accessories Unlimited, a manufacturer of skid loader and tractor attachments, is looking for a Material Handler. The candidate should have experience in operating forklifts, warehouse inventory systems, and the general movement of inventoried goods.

Qualifications:

- Experience in the operation of forklifts
- Ability to use an inventory management system
- Knowledge of basic warehouse inventory management
- Experience picking parts using computer generated picklists
- Self-motivated to move onto the next project without constant supervision
- Reliable and can be counted on daily
- Hard working, efficient, and always looking for ways to improve productivity
- Goal orientated, setting daily goals, and doing what it takes to accomplish those goals

Duties:

- Pick parts for production and sales using computer generated pick lists
- Move parts in and out of the paint line
- Transfer paint line parts in and out of paint racks
- Unload trucks using forklift, pallet jacks, and carts
- Receive goods into the inventory management system using handheld scanners and or computers
- Physically put parts and machines away in appropriate inventory locations
- Package parts up for shipment
- Load trucks with outbound goods using forklifts, pallet jacks, and or carts
- Perform cycle count audits on inventory locations
- Organize inventory for maximum efficiency
- Perform inventory movement transactions when inventory has been moved using handheld scanner and or computers
- Assist with snow removal using skid loader and or shovels
- Maintain facility grounds and keep free from garbage and debris
- Perform other duties as needed and assigned

Status and Benefits: Material Handler positions are nonexempt hourly paid positions. Any time worked above 40 normal work hours will be paid out and 1.5 times the employee's standard pay rate (overtime). Benefits include but not limited to health insurance, 401K match, performance, and yearly retention bonuses.

Essential Functions: Shipping/Receiving Specialists must be able to lift up to 50lbs., communicate effectively both written and verbally in the English language, and be able to work indoors as well as outdoors in hot/cold environments.