



IB-TECH Job Description

MATERIAL SERVICE ASSOCIATE

Education & Experience Requirements

- High School Diploma preferred AND;
- 6 months of job-specific and related experience (manufacturing and warehouse) OR;
- 1 year of job-specific and related experience (manufacturing or warehouse)
- Must possess demonstrated physical capability; ability to work safely as a team, contribute to safety, quality, cost, delivery, and morale efforts. All Material Service Associates will be required to successfully complete industrial vehicle training. All Material Service Associates operate industrial vehicles.

Primary Roles & Responsibilities

- Check and Sign Daily Paperwork
- Shipping and/or Receiving docks
- Component inventory
- Supplying material to the production floor
- Supplying empty shipping containers to production floor
- Removing finished goods from production floor and moving to storage lane
- Loading and unloading customer trailers
- Receiving material into IB Tech warehouse
- Computer abilities equivalent to an intermediate or excel level, strong ability to be a self learner
- Keeping the IB-TECH warehouse and shipping area organized and clean.
- Keeping items stored outside in order.
- Capability to complete, check and ensure documents for accuracy, completeness, timely submittal and correct routing
- Capable of timely follow-up and able to manage time effectively
- Capable to perform any assigned tasks with limited supervision
- Observe and enforce all safety rules and regulations
- Ability to recognize quality problems at early stages
- Demonstrate and display "can-do" attitude and feed forward a positive work environment
- Ability to expand previous knowledge and apply it to maintain and improve processes and operations
- Demonstrate and display excellent communication skills; effectively provide feedback to all appropriate people and areas
- Understand and demonstrate the importance of teamwork
- Support any unbalanced flows plant-wide, across all departments as needed
- Other duties as assigned due to business unit needs
- Must support all inventory tasks
- Training needs are based on IB Tech's training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

Physical Demands

- Associate must be able to occasionally lift up to 40lbs in single or multiple lifts. Associate must be able to frequently push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, and pinch grip small objects for up to 7 hours per day. Typical work environment includes; standing and walking in a manufacturing setting 7 hours per day. Associate may have to have a valid driver's license if travelling for IB-TECH. Idle time between job tasks is not likely to exist. Break/Lunch periods are typical in a 8.5 hour day.

Grade/Classification:	Associate
FLSA Status:	Hourly, Non-Exempt
Department Assignment:	Material Service
Function:	Associate
Reports to:	Material Service Team Leader
Supervises:	None