

Job Description

Position:	Stock Room Material Handler
Reports to:	Purchasing Manager

Job Summary

The Stock Room Material Handler will transport materials, supplies, to designated locations.

Duties & Responsibilities

- Picks production kits.
- Receives, distributes, and stores products as directed in designated, secure locations.
- Reviews incoming material for accuracy; reviews accompanying documents for accuracy.
- Transports and loads materials, supplies, (manually and/or using hand trucks and skids).
- When problems arise, resolves issues with Production and Purchasing.
- Collects and properly disposes of scrap bracing, cardboard, and strapping; maintains a safe and clean work environment.
- Performs other related duties as assigned.

Qualifications

- Excellent verbal communication skills.
- Excellent organizational skills and attention to detail.
- Good math and written communication skills.
- Efficient time management skills.

Physical Requirements

- Lifting of maximum of 50 lbs.
- Standing long periods of time
- Bending, reaching, climbing ladders

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