



Material Handler - 2nd Shift

JOB DUTIES

Scheduling/timing of requirements by machine or job; Storage/disposal of materials to support production requirements; Return unused raw material to warehouse; Assist with organization of raw material warehouse; Maintain lot tag/lot bin information and location verification of materials storage; Keep all machines loaded with materials, packaging and skids as need for production; Prepare for next day production needs; Move WIP to next department as needed; Weekly cycle counts; Inventory control of customer-owned material; Coordinate with other departments to ensure smooth flow of products through the facility; Cycle count raw materials, WIP and finished goods as needed. Maintain 100% accuracy of inventory; Use handheld scanners to make inventory bin to bin adjustments; Maintain daily forklift safety checks and operate forklift in a safe manner; Support staff as needed for production requirements; Participate in annual physical inventory counts; Other duties as assigned

REQUIRED SKILLS

Able to pass Forklift Driver Written Exam and Evaluation; Able to locate raw material and WIP inventory; Able to read blueprints, tape measure, caliper micrometer; Able to accomplish tasks without detailed instructions/supervision; Detail-oriented and Computer literate; Must understand (or learn quickly) the entire plant-wide operations

WORK EXPERIENCE

Previous forklift and material handling experience preferred. Previous work experience in a steel fabrication shop preferred.

SUBMIT RESUME TO info@bestmanufacturinginc.com