



## JOB DESCRIPTION

**Job Title:** Material Handler (Shipping/Receiving)  
**Exemption Status:** Non-Exempt  
**Department:** Shipping/Receiving

### **Job Specifications:**

EDUCATION	High school diploma or equivalent
JOB RELATED EXPERIENCE	1-3 years, preferred
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Shipping and Receiving Supervisor

### **Job Summary:**

The Material Handler is responsible for performing material handling duties including receiving incoming freight, moving and organizing raw material for production activities, preparing, loading and documenting products for shipment.

### **Job Duties and Responsibilities include the following:**

1. Receive incoming freight, inspects, rejects, records shortages and approves loads.
2. Physically unload and store incoming freight by sort locations using overhead crane.
3. Receive machine (laser, turret and shear) work order packets, pick, sort and move steel bundles using overhead crane to work-in-process staging areas. Return unused material back to inventory following production activities.
4. Load freight for outbound shipments
5. Perform steel shipments including receiving shipment pick list, locating steel, packaging requirements, labeling, generating certification, loading shipments per weight restrictions and customer specifications, generating and approving all shipping documents.
6. Perform finished product shipments including organizing finished goods in rack locations, picking product according to order documents, packaging orders on pallets, generating shipping documents, loading trailer with forklift.
7. Operate forklift and hoist for movement of steel.
8. Support process improvement activities.
9. Assure that all shipments conform to prescribed quality standards.

*Other duties may be assigned that pertain to the classification.*

### **Qualifications:**

To perform this job successfully, an individual must be able to carry out each job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge & Experience:**

- Certified hoist and forklift operator; ability to safely operate and maintain a variety of machines.
- Good working knowledge of part numbers and usage.
- Ability to work well in fast-paced and ever-changing environment
- Basic computer skills.
- Ability to read and interpret documents.
- Ability to communicate orally or in written form effectively with co-workers, departments, customers and vendors.

**Physical Demands:**

Frequent lifting, or with other means, for movement of boxes and material. Infrequent lifting of 50+ pounds. Frequent bending, stooping, squatting, twisting, pushing and pulling of parts and containers, walking and standing for 8 hours per day. Must have communicable range of hearing and sight with or without the use of aids. Requires exposure to a typical manufacturing area where temperature is affected by outside temperatures and machining.