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Material Handler

Job Overview:

The Material Handler moves raw materials and finished goods throughout the facility, supporting production and shipping & Receiving operations

Essential Duties:

- Use forklift or pallet jack to move materials.
- Deliver parts and materials to workstations.
- Transfer completed jobs to packaging or staging areas.
- Unload trucks for incoming receivables, perform receiving checklist.
- Assign bin location to received materials
- Raise NCR and notify Supervisor of any deficiencies identified on received goods.
- Track material movement in ERP.
- Report stock shortages or damaged items
- Perform preventative maintenance checklists on material handling equipment

Qualifications & Requirements:

- High School Diploma or equivalent
- Forklift license

Technical Knowledge

- Basic computer skills
- Ability to operate various material handling equipment

Experience Required

- Previous experience operating material handling equipment would be an asset

Required Competencies

- Punctual
- Attention to detail
- Organizational Skills
- Ability to follow instructions
- Good communication skills
- Team work
- Adaptability
- Safety oriented
- Reliability
- Flexibility