



## Material Handler

### Summary/Objective

The Material Handler is responsible for movement of materials in the loading, shipping and manufacturing areas of the plant.

### Essential Functions

1. Safely operates a lift truck including daily inspection and reporting of lift truck issues.
2. Unloads all inbound freight and moves to proper storage area after approved. Includes bulk and stock room.
3. Participates in the receiving process. Counting, verifying pack slips, entering data into X3.
4. Supplies and moves materials required by the various manufacturing operations between operations (raw materials, formed parts, work in process and storage).
5. Prepares LTL shipments per pick list. Packages material properly to protect from damage and lost product.
6. Assist in manual loading of knockdown trucks and unit shipments.
7. Responds to demand lights as required to minimize equipment downtime.
8. Notifies supervisor of quality issues or damaged product, both internally and from shippers.
9. Manually move materials as required assisting various employees.
10. Must maintain pull cards following instructions.
11. Maintains a clean lift truck.
12. Move all finished units to proper locations.
13. Perform other activities as requested by supervisor.

### Competencies

1. Must pass and maintain lift truck license.
2. Must be able to lift 40 pounds.
3. Must be able to visually identify colors.
4. Complete production paperwork legibly.
5. Refills propane tanks for lift truck.
6. Use of hand tools (box knife, banders, stretch wrap, drills, and routers).
7. Use data entry devices as required (scanners and computers).

### Supervisory Responsibility

This position has no supervisory responsibilities.

### Work Environment

This job operates in both a manufacturing operation setting and warehouse loading/unloading dock setting. The role is exposed to high heat in the summer and low temperatures in the winter. Some areas are high noise and require the use of hearing protection when traveling in Hearing Protection Required areas. All lift truck driving requirements must be followed including speed control, blowing of horns, and using care around pedestrians. There is occasional outdoor exposure to store and retrieve product. Gloves are used to protect hands from various sharp edges on plastic. This role requires the occasional use of box knives, banding device.

### Physical Demands

This position requires lift truck use and physical loading of product. Product can weigh up to 40 pounds for an individual lift and over 40 pounds with assistance.

## **Travel Requirements**

No travel is expected for this position.

## **Required Education and Experience**

1. Previous lift truck experience is a plus.

## **Position Type**

This is a full-time position.

## **Expected Hours of Work**

This is a first shift job with typical days and hours of work as follows:

Monday through Friday 7:00 am until 3:00 pm though hours may be staggered to cover dock until 4:00 pm.

Overtime is required as needed for loading and unloading trucks and production.

**All inquiries / resumes should be sent to Lisa Jackson, [ljackson@satelliteindustries.com](mailto:ljackson@satelliteindustries.com)**