

Job Description – Material Handler

Title:	Material Handler
Department:	Fabrication
Hours:	Full Time
Reports to:	Fabrication Lead
Direct Subordinates:	None
Responsibilities	
1.	Use forklifts to move materials and parts through shop
a)	Work with various operators and leads to stage raw materials for upcoming orders efficiently
2.	Report deliveries and material delays to department leads
3.	Must clock in on work orders in JobBOSS ²
4.	Must clock out of work orders in JobBOSS ²
a)	Claim finished parts
b)	Claim scrap
c)	Claim materials used
5.	Perform daily checklists for maintenance and safety requirements of forklifts
a)	Report repair and replacement needs to Fabrication Lead
6.	Maintain organized and clean work space including desk area, tool boxes, and forklift parking areas
7.	Complete other related duties as assigned by Fabrication Lead
Required Skills	
•	Proven manufacturing experience
•	Knowledge of manufacturing systems and procedures
•	Attention to detail and problem-solving skills
•	Good written and verbal communication skills
•	Punctuality and reliability
•	Ability to work well with others from a variety of occupational backgrounds