

	Document Number	Document Description	Revision	Rev. Date
	HR-JD-MAT HAND PLT 3	Job Description for Material Handlers in Plant 3	A	07/28/2017



6100 Emmanuel Drive, SW • Atlanta, Georgia 30336
404-699-2882 • (800)-333-0516
Fax - (404) 699-2902
www.phoenixstamping.com

Title: Material Handler- Plant 3

Reports to: Production Supervisor (Dotted Line to Materials Manager)

Job Purpose: Ultimately responsible for material handling activities in Plant 3.

Key Responsibilities and Accountabilities:

- Operate material handling equipment including forklifts, pallet jacks, etc. to move stock and organize inventory
- Supply production area with needed materials from inventory based on work orders
- Remove finished goods from production area and properly store
- Unload incoming shipments and confirm that received materials match packing slips and that items are undamaged
- Stage and load outgoing shipments and confirm that outgoing materials match bill of lading
- Accurately update records using a computerized inventory interface
- Perform preventative maintenance and routine inspections on all handling equipment
- Support other material handlers and perform other duties as required by production needs

Qualifications:

- High school diploma, GED, or equivalent work experience
- Must be proficient in English, written and spoken
- Must be certified and capable of driving a forklift (skills will be tested)
- Must be able to lift 50 lbs.
- Must have excellent attention to detail and demonstrated troubleshooting skills
- Must have above average math skills and the ability to use a calculator
- Must have above average computer literacy and must be able to use a computerized inventory interface (skills will be tested)
- Experience with handheld inventory scanners preferred

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