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**Title:** Shipping and Receiving Materials Handler **Status:** Non-Exempt  
**Reports To:** Shipping/Receiving/Facilities Manager Regular  
**Department:** Shipping/Facilities Full Time

**Summary of Position:** Compiles and maintains material and parts inventory and status information to expedite movement of material and parts between production areas and outside assemblers according to predetermined production schedules and order priorities. Participate in physical inventories, maintains records, operates personal computer and provides information using customer service skills. To pack and ship using FedEx, UPS and DHL small packages and freight. Receive in purchase orders and deliver supplies, materials. Will work within the factory and office settings to assist the Manager in maintaining, repairing and making improvements to the company's facilities.

**Essential Duties and Responsibilities:**

- Locates and distributes materials to specified production areas, manually or using handcart, hand truck, or forklift.
- Records and maintains perpetual inventory of quantity and type of materials and parts received, stocked, and distributed, manually and using computer.
- Examine material received, verify part numbers, and check discrepancies, such as damaged or unmarked parts.
- Compare work ticket specifications to material used at work stations to verify appropriate assignment.
- Prepare shipments, wraps, packages and ships; processes necessary paperwork to ensure timely delivery of Ioxus products and materials.
- Stock shelves and rotate inventory, store flammable material and maintain equipment and vehicles.
- Complete general and skilled carpentry, electrical, plumbing and maintenance work as assigned.
- Routinely complete assigned custodial tasks.
- Reports maintenance and facility concerns to appropriate personnel.
- Assist in preparing facility spaces for meetings and special events.
- Seasonal tasks include mowing lawns, landscaping, and snow removal.
- Observe and practice appropriate environmental, safety and health policies and practices, as well as abide by all company policies and procedures.
- Perform other related duties as assigned by the supervisor.

**Education/Experience:**

- This position requires a high school diploma and 1-2 years' work experience in warehouse environment, and a valid driver's license.
- Capable of working effectively in urgent situations and successfully handle multiple simultaneous tasks.
- This person must possess strong oral and written communication skills and be able to work well with other people on a peer and team level.
- Attention to detail, reviewing documents for accuracy and completeness, and strong organization skills.
- This position requires a person that can work successfully with a minimum amount of direct supervision
- Must obtain Forklift license within two months of employment. Must undergo a DOT medical exam for a Non-CDL freight liner operator.
- This position requires lifting and carrying objects weighing up to 50 pounds.
- This individual must be capable of operating a forklift, telephone, FAX, office copying machine, personal computer, and automobile and freight liner truck.
- Be knowledgeable in Microsoft Office, Excel, Microsoft Word, Power Point, ERP, and be capable of entering data using a keyboard. Basic math skills, such as subtracting, multiplying, and dividing.



**Physical Demands:**

	Amount of time spent			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or feel			X	
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell	X			

**Work Environment:**

	Amount of time spent			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock			X	
Risk of radiation	X			
Vibration	X			

These requirements are intended to provide a general guideline regarding the nature and level of work being performed, and the qualifications required to successfully perform the job. Final assessment of a candidate's qualification versus these requirements, and the ability to accept deviations from these ideal qualifications, is left to the discretion of the hiring manager, based on business needs at the time of hire.

*By signing below, I acknowledge that I have read and understand the above job description.*

Employee Acknowledgement: \_\_\_\_\_

Date: \_\_\_\_\_

Management Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_