

Material Handler I

Reports to: LA Operations and Facilities Supervisor

Supervises: n/a

Overtime Pay Status: Non - Exempt

Primary Duty:

Working in a team environment, performs a variety of material handling duties associated with the warehouse while supporting other team members.

Essential

Job Functions:

- Perform a variety of warehouse duties, such as: pick customer orders, QC-check outbound orders for accuracy, receive product from vendors, and stock product in appropriate locations. When necessary, comply with special requests from Sales;
- Perform receiving duties, such as: unloading with a hand truck, receiving inbound material while verifying accuracy with computer records, process inbound shipments, stock material, and notify Lead of any damaged shipment for freight claims;
- Perform picking duties with accuracy and using first-in-first-out method of picking;
- Take complete monthly inventory counts with other team members and review inventory for obsolete products to be scrapped;
- Maintain inventory and general warehouse in a neat, organized, and orderly fashion;
- Maintain accurate and detailed records to keep in compliance with company policies and procedures;
- Maintain a safe work environment by obeying all safety rules and by reporting all accidents, as well as unsafe conditions and acts to Management.

Collateral Duties

- Perform other tasks and special projects as needed.

Requirements:

- High School diploma or equivalent;
- 1 or more years of previous warehouse experience preferred;
- Good computer skills;
- Knowledge of material handling software, database software, order processing systems, spreadsheet software, internet and word processing software.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands-to-finger, handle, or feel, reach with hands and arms, sit, talk, and hear. The employee is frequently required to stand and walk. The employee is occasionally required to balance and stoop, kneel, crouch. The employee must regularly lift and/or move up to 5 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.