

## **Material Handler - Position Description**

**Job Title:** Material Handler  
**Department:** Weld  
**Reports to:** Weld Supervisor  
**FLSA Status:** Non-Exempt  
**Prepared by:** Human Resources  
**Rev Date:** Rev 4/19/19

### **Position Summary:**

The Material Handler is responsible for the delivery of parts to welders, organization of parts being delivered from fab and daily tracking of parts in the Weld department to ensure they do not run out. This position is also responsible for production generated inventory transactions and maintaining inventory accuracy.

### **Principal accountabilities include, but are not limited to:**

- Operating a forklift safely for multiple hours per day
- Receiving structural material and laser parts into weld department, verifying accuracy, quality, and sorting into build kits when needed.
- Delivery of parts to the weld cells to create a seamless transition for the weld operator to move from one weldment to another with minimal down time, and the transfer of parts between cells and departments.
- Point – of – Use (Delivery)
- Cell Locations (Stocking)
- Responsible for keeping the weld department neat and organized, pallets organized and stacked, dunnage removed, aisle ways clear
- Responsible for the Kanban Cards and following the Process in designated weld areas.
- Performs and audits production transactions in weld department
- Performs and audits all cycle counts in in weld areas.
- Proficient in organization and being pro active
- Accountable for inventory accuracy of parts in weld department.
- Responsible for all materials in Weld department.
- Responsible to use FIFO material handling. (First in First Out)
- Assist paint line hanging parts when necessary
- Other duties as assigned.

### **Ideal Candidate will possess the following skills/experiences:**

- High School Diploma or GED required.
- 2-5 years' experience in an inventory control or process flow of a manufacturing environment preferred.

Must be able to obtain a fork truck license and operate all fork trucks within the plant, experience preferred.

- Proficient in math skills
- Heavy exposure to the plant floor. Physical demands include heavy lifting (50lbs.), bending, and long periods of standing. Must be able to manipulate equipment used in performance of tasks. Proficient in oral and written communication skills.
- Must align with LDJ core values
- Excellent Communication skills
- Positive can-do attitude

**Education & Training:**

- High School Diploma or GED required.