

Job Title: Material Handler**Department: Warehouse****Supervisor: Lead FLSA: Non-Exempt****Job Status: Full-Time Safety Sensitive Position Grade: II****Job Duties & Responsibilities:** Include the following, as well as other duties that may be assigned.

Your Role: Handle and manage all materials (material flow from warehouse to production). Receive deliveries into the warehouse and fill orders requested by departments. It is the material handler's responsibility to ensure the stable flow of materials in the supply chain.

What You Will Be Doing:

- Responsible for completing cycle counts.
- Assist in rotating stock in warehouse area.
- Assist in physical inventory counts.
- Transfer material between warehouse area, production areas, and outside warehouses, including the ability to drive a straight truck and forklift when needed.
- Use computer.
- Assist in general upkeep of warehouse and lot area (5 S warehouse and make sure to communicate effectively with warehouse, QC, production team members).
- Organize and create storage space.
- Reports stock outages to Lead or Manager IMMEDIATELY; via email or verbally.
- Assist in unloading incoming raw material deliveries.
- Special projects as assigned.
- Clean and pick up warehouse discarding corrugated material into the recycle container, if needed, by the completion of the shift.
- Handle incoming and outgoing paperwork. Ability to complete paperwork per company defined standards.
- Follow GMi polices, core values, quality and safety procedures.
- Communicate effectively with other employees and establish strong working relationships with other departments. Provide excellent internal customer service.
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance).
- Other duties as assigned.

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education & Experience: High School diploma or GED required. One to two years of manufacturing experience preferred.

Knowledge and Competencies: The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Excellent communication skills and ability to follow through on requests for information and select appropriate responses.
- Ability to operate fork lift per company defined safety guidelines.
- Computer literate (basic computer skills – ability to be trained to use company required software/programs).
- Positive/optimistic – Can do, make things happen attitude (genuinely believe the organization can accomplish a lot).
- Effective team player – sharing information with peers and managers; effectively working with people across departments to accomplish company goals.
- Organizational skills necessary to follow through on requests for information and select appropriate responses.
- Must be capable of loading and unloading trucks, via the docks or from a flatbed truck.
- Able to use good judgment when making decisions.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

Certificates, Licenses, Registrations: Forklift (will train in-house)

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 function.

Individual is required to walk, sit, talk and hear, and use hands to finger, handle or feel. Bending, pulling, pushing and reaching above shoulder heights, below the waist or lifting as required (proper lifting techniques required). The employee frequently lifts up to 20 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires exposure to manufacturing plant environment where the temperature may vary hot or cold and the use of personal protective equipment such as safety glasses are required. The typical noise level is moderate when in plant environment. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

I, the undersigned, have read and understand the duties and responsibilities of this position.

Employee Signature _____ Date _____

Supervisor/Witness Signature _____ Date _____

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.