Title of Position: Material Handler

The Material Handler reports to General Manager. This position will perform receiving and shipping duties and will ensure the safe and timely movement and storage of materials on site. This position is responsible for supporting internal and external customers through accurate receiving, stocking, delivery, and shipment of materials.

Essential Duties:

- Pulling orders to be processed and fill to ship.
- Sort and place materials on racks, shelves and bins.
- Perform inventory transactions in computer; accurately and timely.
- Verify items and quantities on packing slips and receive or ship as necessary.
- Package materials and parts in various containers for safe shipment to internal and external customers.
- Cycle count inventory according to schedule.
- Learn and utilize current inventory computer system.
- Verify and receive purchased and manufactured parts into stock.
- Coordinate loading and unloading of trucks.
- Pull and deliver parts and material to designated areas in the plant for production or shipment.

Education/Experience:
High School Diploma or GED; and 1-4 years related experience and/or training; or equivalent combination of education and experience.

Other Abilities and Skills:
- Fork truck operation experience or ability to complete WCS’s Powered Industrial Truck Operator Training Program and operate a fork truck within the requirements of the Program.
- Attention to detail.
- Time management skills.
- Ability and willingness to learn, understand, and follow documented work procedures.
- Ability and willingness to work effectively and cross train in a team environment.
- Ability to work with a wide range of personalities in a courteous, effective, and efficient manner, representing WCS in a professional manner.

Benefits:
Medical, Dental, Vision, Disability, Life Insurance, PTO, Wellness, 401k with company match, 10 paid holidays

Schedule:
1st shift: Monday-Thursday 6am-4:30pm