

## NOW Hiring - Warehouse Material Handler

### IMMEDIATE OPENINGS - LOOKING TO HIRE ASAP

Responsible for performing the physical and/or administrative tasks involved in the accurate and safe movement of component material inventory from the storing location area to production staging area, distribution of component material inventory and bulk to support production, and to include but not limited to moving processed product to the pre-shipping / WIP storage area.

#### Responsibilities:

- Conduct daily inspection on material handling (fork lift) equipment to meet OSHA guidelines.
- Operates material handling (fork lift and pallet jack) equipment safely per policy and procedures.
- Count, weigh, and record number of units of materials moved or handled on daily work orders.
- Supports production, supply chain and quality assurance material movement requirements.
- Working with RF scanning equipment to maintain inventory movement of stored material to production staging location area.
- Input and consume quantities for work orders in AX Dynamics System to control and improve inventory flow.
- Constant communication with planning team and warehouse to address any issues in regards to inventory discrepancies, consumption issues and quantities return from production.
- Account and input returned quantities from production to work orders in AX Dynamics System.
- Transfer return inventory from production using RF Scanning equipment back to storing location.
- Responsible for PRODSTAGIN location cyclic Inventory and audit.
- Performs cycle counting of hard component inventory, processed product and finished goods to include but not limited to generating clearly written count sheets.
- Assist with physical inventory reporting and counting processes.
- Transports raw materials / compounded bulk, work in progress (W.I.P) and finished goods to the appropriate work areas / departments as required. Other duties as assigned by Supervisor.

#### Qualifications:

##### EDUCATION:

- High School diploma or equivalent

##### EXPERIENCE:

- Minimum 1-2 years of experience in shipping and receiving environment.
- Previous fork lift experience in a fast paced warehouse environment, operating stand up, standard and walk/rider equipment.

##### KNOWLEDGE/SKILLS/ABILITIES:

- Basic computer skills, data entry, including MS Office, Word and Excel
- Strong written and verbal communication skills, needed to effectively communicate with, Management, guests, customers, vendors, suppliers, etc.

##### ABILITIES:

- Ability to demonstrate multi-tasking and work accuracy skills
- Ability to demonstrate working with minimal direct supervision to prioritize and accomplish daily tasks at hand
- Flexible team member

Interested candidates please forward your resume to:  
alopez@sbwib.org

Please include Warehouse Material Handler position on the email title line

**If you have any questions or would like to receive additional employment opportunities from the SBWIB please complete this link:**

**<https://tinyurl.com/JLfollowup>**



**IT IS OUR GOAL TO PROVIDE ESSENTIAL WORKFORCE SERVICES TO SUPPORT THE PUBLIC DURING THIS DIFFICULT TIME. THE SBWIB HAS TAKEN A NUMBER OF STEPS TO ENSURE THE PUBLIC HAS ACCESS TO THE RESOURCES THEY NEED.**



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