

Materials Handler – Chelsea, MI

Seeking a variety of personnel that will be responsible for transporting various materials throughout the manufacturing facility to ensure production needs are met and on-time shipments are made to the customers. The Material Handler will load/unload trucks, stock items in stores, pick/pull items from stock, and efficiently deliver materials to accurate production operations. The Material Handler will ensure accurate material tracking and inventory by scanning/logging material and contribute to quality through proper placement of products at the production operations. Experience in the manufacturing industry and ability to obtain Powered Industrial Vehicle license is required.

Critical Job Demands:

- Must be able to pass DOT physical and obtain Powered Industrial Vehicle operator license;
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to
- handle, manipulate, or feel objects, tools or controls, reach with hands and arms, climb stairs, talk and hear
- Employee must occasionally lift or move up to 50 pounds
- The noise level in the work environment is usually moderate
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- The ability to concentrate on a task over a period of time without being distracted.
- Strong proficiency in Microsoft Office Suite (Word, Excel, Powerpoint, and Outlook);
- Familiarity with SAP strongly preferred
- Highly detail-oriented and organized with excellent analytical and problem-solving abilities;
- Excellent verbal and written communication skills;
- Willingness to travel when required;
- Motivated self-starter and creative thinker seeking out opportunities for improvement;
- Ability to set priorities and determine resource requirements with limited supervision;
- Team-oriented and familiar with Lean Manufacturing principles;
- Strong business judgement.

Responsibilities:

- Load, unload, and transport materials throughout the manufacturing facility;
- Accurately package finished goods for delivery (i.e. banding, strapping, shrink wrapping, etc.), stage, and load trucks ensuring proper placement to prevent shifting or damage during transport;
- Meet inbound trucks, verify paperwork and shipments to ensure correct/undamaged goods are received;
- Count, weigh, and verify incoming and outgoing shipments;
- Perform data entry into ERP system (SAP);
- Handle and move materials using pallet jacks, fork trucks, and other material handling equipment;
- Receives incoming materials and verifies material received is accurate;
- Assists with stock placement for effective stock rotation and FIFO;
- Ensure shipments are labeled correctly;
- Maintain 5S in areas assigned;

- Cooperate with internal and external audits, including customer audits, supporting site initiatives towards achieving and maintaining customer awards as well as quality and environmental certifications (IATF, ISO, etc.);
- Adhere to Team Handbook, Quality, Safety, and Environmental standards, policies and procedures;
- Ensures all safety devices are properly in place and utilized, material handling safety procedures are adhered to, PPE is worn correctly at all times, and reporting of any near-misses, injuries, or accidents occurs immediately;
- Performs other related duties as required, and special projects as assigned.

Education/Experience Requirements:

- High School Diploma or GED;
- Minimum of one (1) year of experience in material handling for a manufacturing facility;
- 3. Working knowledge and understanding of plant material flow to support plant initiatives and cost saving opportunities.