

Material Handler/Forklift Operator

Pay: \$20.41 per hour

Job description:

Summary:

The position involves the shipping, coordination, and tracking of raw and finished product, and providing logistical support to our customer to their complete satisfaction. This position is the direct link between production and customers

Responsibilities:

- Create shipping records using Plex
- Produce shipping invoices
- Check stock availability
- Assist in updating shipping records
- Completing ASN's
- Report any shortages in deliveries or problems connected with orders to team leader
- Examine contents and compare with records, such as manifest's, invoices or orders to verify accuracy of outgoing shipments
- Record shipment data, such as ASN log and short screen
- Operate forklift to move, convey, or hoist shipments from / to various locations
- All other duties as assigned by team leader
- Basic computer skills

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed above 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.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

Reasoning Ability:

Ability to apply common sense, and understanding to carry out detailed written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel: reach with hands and arms: and talk or hear. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25lbs. Specific vision abilities required by this job include color vision.

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.

While performing the duties of this job, the employee is exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, and extreme heat. The noise level in the work environment is usually moderate.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance

- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Experience:

- Warehouse: 1 year (Preferred)

License/Certification:

- Driver's License (Required)

Work Location: In person

Application settings

Application method

- Email

Require resume

- Yes

Application updates

- sbruchs@greentokai.com
- lklemt@greentokai.com

Candidates contact you (email)

- No

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