

Perfection Spring & Stamping Corp.

POSITION DESCRIPTION

POSITION TITLE: Material Handler/Dockworker

DEPARTMENT: Shipping/Receiving

JOB RELATIONSHIPS:
Reports to: Material Manager

BASIC FUNCTION: Multiple daily activities include, but are not limited to: unloading of trucks, inventory transfers, issuing material and components to the production areas, distribution of supplies, coordinating and completing outside processing activities, packing product, loading outbound trucks, deliver and/or pick up parts/supplies/equipment, etc. by driving company truck, as well as a variety of computer-based activities such as, entering shipments into company manufacturing system, customer websites and our vendor websites -- both domestic and international, making shipping labels, entering labor, and entering material to stock.

JOB DUTIES AND RESPONSIBILITIES

1. Review routing tags for part number and customer, check if order is ready for packing and contact Supervisor to determine order priority status.
2. Check for individual customer packing instructions, setup weigh count scale, weigh and pack proper number of parts in cartons seal and palletize.
3. Write up move tickets from routing tag data to include prescribed information, arrange for required bar code labels and apply to cartons.
4. Operate a forklift in a safe manner to load, unload and transfer materials or equipment throughout operations.
5. Use a computer to retrieve, enter, or review data related to work in process, raw materials, finished goods or inventory of any kind, as well as customers' advances shipping notices (ASNs). All entries to have 100% accuracy while completed in an efficient manner.
6. Notify Supervisor of unusual material, order problems, errors, mistakes, activities, or other events that need special attention.
7. Load truck according to freight documents.
8. Unload inbound materials/components/goods/freight timely, accurately, check vendor packing lists with items received and verify accuracy of items, and distribute within the company or stock materials/components properly in warehouse.
9. Verify packing lists, weights, counts, damaged goods, etc. in accordance with department standards.
10. Locate and issue raw materials/components to production areas as required; complete transaction details as required.
11. Receive return to stock (RTS) items from production floor, restock materials/components properly; complete transaction details as required.

12. Complete outside processing requirements in accordance with company established procedure including, but not limited to, verifying counts, weights, next required operation, organizing, staging, loading; and completing all transaction details as required.
13. Prepare shipments of non-conforming parts for return. Pack, load and complete transaction details as required.
14. Pack finished goods, labeling and storage per customer specified requirements; complete transaction details as required.
15. Pick stock for shipment per customer requirements per PSS procedure; complete transaction details as required.
16. Load outbound shipments timely and accurately; complete transaction details as required.
17. Drive company truck to deliver and/or pick up parts, supplies, equipment, etc., and do so in a safe manner.
18. Maintain accurate inventory transactions for all goods: i.e. raw materials, components, supplies, finished product, packaging, etc.
19. Assist all other departments with material handling requirements as requested.
20. Maintain ancillary inventory items and control as directed, i.e., packaging, skids, totes, wire carriers, etc.
21. Fulfill all material handling requirements, including external needs, i.e., regular and emergency local pickups/deliveries as requested.
22. Maintain housekeeping in department, docks and outside storage areas.
23. Use electronic weigh count scale, tape machine and hand pallet jack to pack and ship product.
24. Follow safety rules and keep work area in a clean and orderly condition.

Position Specifications and Requirements:

- Must have a minimum of three (3) years experience within a durable goods manufacturing environment. Metal stamping environment highly desirable.
- Must possess a demonstrated ability to work with little supervision and the capability to keep track of multiple demands, resources and requirements.
- Forklift experience required with the ability to operate a forklift in a safe manner to load, unload and transfer materials or equipment throughout operations.
- Ability to lift up to 50 pounds.
- Computer proficiency to retrieve, enter, and review data related to work in process, raw materials, finished goods, inventory of any kind, as well as customers' advances shipping notices (ASNs).
- Ability to accurately use electronic weigh count scale, tape machine and hand pallet jack to pack and ship product.
- Experience with expediting methods and procedures, as well as outside processing preferred.
- Must have good decision-making skills, strong math skills, and the ability to accurately interpret written instructions and procedures.
- May need to get and maintain valid Class C driver's license.