

G.R. Manufacturing, Inc.

Job Description

Position Title

- Material Handler

Department

- Materials

Reports To

- Production Planner

Overall Responsibility

- Reviews, sorts and organizes materials so they can be placed in inventory locations.
- Pulls, collects and stages parts for use by other shop personnel.
- Transports materials throughout the plant.
- Loads and unload trucks

Key Tasks and Responsibilities

- Audit, label or tag parts from the laser work station or from outside suppliers.
- Move materials as directed from one work center to another for processing.
- Move finished materials to inventory locations for storage.
- Pull materials as directed to create a welding kit for staging.

Skills and Attributes

- Heavy lifting up to 50 lbs.
- Able to read and understand written instructions.
- Computer mouse and keyboard familiarity, simple data entry in order to report work accomplished. Able to locate system folders and print various reports and labels.
- Operates forklifts, hand pallet trucks, hoists, overhead cranes, loading docks as needed.

Experience Requirements

- High school education/GED preferred and one year experience.