



G.R.
MANUFACTURING, INC.

MATERIALS HANDLER

Full Job Description

G.R. Manufacturing, Inc. is seeking a talented **Materials Handler** to join a diverse team to support production and manufacturing engineering schedules by reviewing and organizing materials for various inventories.

The Materials Handler candidate will be responsible for pulling, collecting and staging parts for use by other shop personnel. As well as transporting materials throughout the plant and loading and unloading trucks.

Other key responsibilities

- Audit, label and tag parts from the laser workstation 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.

Basic Qualifications

Candidate must possess a High School diploma or equivalent with **1 to 3+ years of experience in a manufacturing/industrial environment.**

- Candidate must be able to read and understand written instructions.
- Candidate must be familiar with and able to use computer mouse and keyboard, simple data entry for the purposes of reporting work accomplished.
- Candidate must be able to locate system folders and print various reports and labels.
- Candidate must be able to operate forklifts, hand pallet trucks, hoists, overhead cranes and loading docks as needed.
- Candidate must have excellent communication skills.
- Applicant must be able to work a full-time, 5-days per week 10-hours per shift
- Must be able to lift and carry up to 50 lbs. Heavy lifting.

Other Qualifications

Preference shown to candidates with experience and/or working knowledge of:

- At least 1 to 3 years' manufacturing experience.
- 3 to 5 years' experience operating a forklift.