



Job Title: Warehouse, Material Handler

FLSA Status: Hourly, Non-Exempt

Location: Bolingbrook, IL

Department: Warehouse

Reporting to: Warehouse Manager

Direct Reports: none

Job Summary:

Efficiently and safely receive and transport raw materials. Process and put away all production finished goods.

Responsibilities:

- Material handling including unloading and loading of stock, raw material, and scrap
- Manage and move inventory, pack, load and ship items
- Maintain a work area that is organized, neat and clean in order to safely receive and process freight, manage and move inventory, pack, load and ship items
- Operate sit-down forklift
- Follow all safety and quality procedures as set forth by the company
- Accurately identify, select and pick material/product and inventory for staging; move to and from production locations
- Input materials into ERP system using scanning gun
- Participate in conducting warehouse inventory counts as required
- Monitor workstation and equipment for unsafe conditions and notify Management of any problems.
- Other duties as assigned

Requirements:

- Ability to operate sit-down forklift; training is offered
- Read, comprehend, and follow written instructions in English
- Maintain positive and respectful attitude, with the ability to work independently and as part of a team
- Basic arithmetic skills (addition, subtraction, multiplication, and division) along with the use of a calculator
- High school diploma, General Education Degree (G.E.D.) or equivalent experience

Physical Demands and Working Conditions

- Manufacturing/Warehouse environment, with varying temperatures
- Able to lift 50 lbs. routinely and 70 lbs. occasionally with lift assist
- Frequent walking and standing
- Fast paced environment, closely interacting with teammates
- Ability to work overtime and weekends as needed

The job description is not an exhaustive listing of all responsibilities and may be revised at any time.