

SMT
SURFACE MOUNT TECHNOLOGY
CORPORATION

<i>Job title</i>	Material Handler B
<i>Reports to</i>	Supervisor

Position Summary

Material handlers are essential to daily operations. They move inventory and production supplies safely from the warehouse to the assembly floor and/or prepare finished product for shipment. They must pay careful attention to detail and ensure the proper completion of every order.

Duties and responsibilities

Kitting, Order Pulling, & Receiving

- Receive incoming materials
- Ability to interpret manufacturer's part numbers
- Process RMA's
- Cycle count reports

And/or

Shipping

- Creates packing lists and bills of lading for shipments
- Assist in training new employees
- Contact freight carriers to schedule pickups
- Understands and follows priorities
- Ability to load and unload material
- Create packing instructions for new assemblies

General

- Includes all duties and responsibilities of Material Handler C

Qualifications

- Minimum of six (6) months in Material Handler C position or equivalent experience from previous work background which would qualify under duties and responsibilities
- Ability to communicate and give clear instructions to other employees.
- Successfully completed all required training classes.
- Ability to work with people in all areas of the company
- Good working knowledge of our MRP system