

**SMT**  
SURFACE MOUNT TECHNOLOGY  
CORPORATION

<i>Job title</i>	<b><i>Material Handler C</i></b>
<i>Reports to</i>	<b><i>Supervisor</i></b>

### **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***

- Kitting and pulling shorts.
- Verifying/Sorting Kits.
- Reconciling kit shorts
- Research discrepancies
- Do kit returns
- Do cycle counts

#### ***And/or***

#### ***Shipping***

- Follow written work instructions to do the following
  - Build and Pack boxes
  - Load pallets
  - Apply labels
- Create labels using Fed Ex and UPS system.

#### ***General***

- Work well with fellow employees.
- Experience in forklift, pallet jack and other equipment.
- Meets or exceeds the required level of quality and quantity results on a consistent basis.
- Perform other duties as assigned.

### **Qualifications**

- Good counting skills and basic math skills.
- Basic computer skills
- Good attendance
- Successfully completed all required training classes.
- Understand and follow required QMP's
- Able to focus consistently

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- Ability to communicate issues to supervisor
- Ability to read and interpret B.O.M.'s
- Ability to work in a fast-paced environment
- Able to lift 50 pounds, stand/walk continuously and perform physical tasks.
- Ability to understand written and verbal instructions.