

## Material Handler

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Company: CLARK Material

Location: Lexington

Category: other-general

**\*\*Material Handler\*\*** CLARK Material Handling Company, 700 Enterprise Drive, Lexington, Kentucky, United States of America Req #268 Tuesday, January 11, 2022 CLARK Material Handling Company, is a 100 year old company, and a global leader in the material handling and forklift industry. CLARK is seeking qualified candidates to join our team. The Material Handler will move parts and materials for receiving functions and or for the support of Production Lines or areas. Position will perform operations required in the warehouse including inventory transfers, picking material, putting material away, delivery of inventory, transferring materials to meet production goals. Will be required to safely operate a variety of material handling equipment including a stand up narrow aisle order picker type truck, to keep lines and assigned areas stocked with all materials needed for production. May also assist with loading and unloading trailers. As the Material Handler, you could be assigned to various areas as needed and may be responsible to perform operations required in the warehouse including but not limited to shipping, receiving, kitting, line side bins, production line support and delivery of material to needed areas. Essential Functions: \* Efficiently and safely operate a stand up and sit-down forklift to move and process material and inventory around the facility as needed to meet production goals. \* Pick material from multiple locations to support production lines. \* Complete inventory transfers as material is moved to different locations. \* Continually fill line side bins with parts as needed on the assembly lines. \* Receive instruction from manager as well as line workers when a part is needed. \* Accurately and efficiently receive & process material & parts \* Count and verify that all incoming material matches the packing list and order \* Pick material from multiple

locations to support production line. \* Complete inventory transfers as material is moved to different locations.\* Continually fill any low or empty part bins on the assembly line.\* Receive instruction from manager as well as line workers when a part is needed.\* Verify inventory transfers by identifying truck project numbers, order numbers, part numbers, quantities, purchase orders, material descriptions, and others.\* Use computer to search inventory and locations.\* Identify transfer errors and take appropriate corrective actions. \* Complete all related reports, paperwork and file accordingly.\* Enter, retrieve, and understand data from computerized inventory system. \* Operate forklift and other material handling equipment. \* Responsible for discarding all recyclable products in the appropriate manners \* Will be responsible to maintain neat and ordering stocking areas \* Maintain and report inventory levels to meet Just in Time requirements. \* Maintain OSHA required Daily Checklists for daily forklift safety & maintenance checks. \* Unload, unchock, unpack, separate, identify, inspect, count, sort and deliver or put away materials to designated areas.\* Complete daily reports and analysis as required.\* Support all company policies; including, safety, housekeeping, and work performance \* Ensure equipment is safe and safely operated \* Perform physical inventory as needed. \* Responsible for meeting all safety requirements and policies and maintain a safe work environment \* Participate in the 5s program and maintain a neat, organized and safe work area\* Participate in continuous improvement activities and initiatives

Basic Qualifications: \* Forklift Certification required- with Stand up Order Picker operator experience \* Ability to handle volume and mix of assignments on a daily basis \* Good interpersonal skills and be an analytical problem solver \* Ability to move parts and material up to 50 lbs. \* Must be authorized to work in the U.S indefinitely without sponsorship \* Must be vaccinated for Covid-19

This position description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job; it is intended to be an accurate reflection of those principal job elements essential to the job. Incumbents may be required to perform other duties as assigned or as required by the needs of the business.

CLARK Material Handling Company retains the discretion to add to or change the duties of the position at any time. Clark Material Handling Company is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class. \*\*Other details\*\* \* Job Family Labor 1\* Pay Type Hourly \* CLARK Material Handling Company, 700 Enterprise Drive, Lexington, Kentucky,

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