

JOB DESCRIPTION

| Position Title | Department | Reports to |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------|
| Material Handler – Shipping/Receiving | Production | Warehouse Manager |
| Employment Status | FLSA Status | Effective Date |
| <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt | |

POSITION SUMMARY

The Material Handler provides support to shipping, receiving and warehouse operations by unloading, staging, and storing raw materials and finished goods using FIFO. Performs correct handling, packaging, reporting, and storing of waste. Ensures safe operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Operates a forklift(s), clamp truck, and attachments in a safe manner as well as completes forklift inspections.
- Accurately scan and stage material in proper locations using FIFO.
- Provide coverage during absence of other shift technicians.
- Keep warehouse neat and clean, all tools and equipment in their proper place.
- Verify COA before the unloading of raw materials, if applicable.
- Shipping/Receiving Level 1 functions include:
 - Trailer inspections and evidence recording documentation
 - Complete receiving documentation
 - Inspect, state and load product for shipment using FIFO
 - Repair damaged product before loading
 - Unload and inspect product to be received
 - Print labels and bill of lading and other applicable shipping documentation
- Level 2 functions include:
 - Perform Systemic receipt of material
 - Complete cycle counts
 - Systematically return raw materials to warehouse from production
 - And all functions outlined in level 1
- Level 3 includes:
 - Complete OJT for packaging Tech
 - Understanding of production scheduling
 - Understanding of shipment scheduling and able to interface with carriers
 - Able to make changes to production schedule in the absence of Level 4 or SCM
 - Complete full inventory as needed to support accuracy in record keeping
 - Track inventory discrepancies
 - And all functions outlined in Levels 1- 2
- Keep accurate inventory of consumables as well as finished goods.
- Perform inventories and cycle counts as needed to support accuracy in record keeping

- Actively participate in quality and continuous improvement efforts
- Adhere to all health, safety and environmental policies and procedures.
Adhere to the Fibertex Nonwovens Quality Policy to ensure our products and services meet customer's expectations.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma or G.E.D. equivalent required
- Forklift Operator/driving experience – 1 year minimum.
- Warehousing Operations – 1 year minimum.
- Strong knowledge of Microsoft Excel and Microsoft Word
- Strong attention to detail
- Must possess proven leadership, decision making, communication, problem solving and negotiation skills
- Working knowledge of lean principles
- Experience reading, interpreting and negotiating contracts (suppliers) a plus
- Forklift driving experience
- Reports and receives daily direction from Warehouse Coordinator/Team Lead.
- Interfaces with operations staff.
- Interfaces with other site warehouse staff.
- Strong interface with Operations Manager, CFO and Team Leaders
- Critical Material Suppliers interface
- Other Fibertex resources as necessary

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear clearly. The employee is frequently required to use hands or fingers, handle or feel objects, tools, or controls. The employee must be able to drive and will regularly sit and stand throughout their shift. Must be physically able to Stoop, Kneel, Crouch, Crawl, Squat, Climb and Balance in this role. The employee must be able to lift and move 10-20 pounds. Occasionally required to walk and reach with hands and arms. The employee must be able to overhead lift and/or move up to 20 pounds and push/pull up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty

proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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