

RECEIVER / MATERIAL HANDLER – 1st Shift

We have an immediate opportunity available in Sandusky, OH for a Material Handler / Receiver on our *1st shift* team (*8:00 a.m. – 4:30 p.m.*). This position is responsible for ensuring all incoming products are properly received and entered into the site inventory system as well as stock those items in the proper location within the departments receiving/stores warehouse. This position assists in the pulling and issuing of stock and purchased parts required for the various manufacturing departments as well as communicate with purchasing on inventory issues.

KEY DUTIES:

- Receive and inventory various products at the site via proper inventory data entry and ensures stock is stored in proper bin locations.
- Pull / put away parts required for manufacturing operation department job orders.
- Unloads orders from inbound trucks for receiving/stores warehouse.
- Assist in inventory counts
- Perform other duties as assigned.

The ideal candidate will have a High School Diploma/GED with some post-high school education / training / certification in shipping, receiving, and material handling activities in a manufacturing operation. A minimum of one year of forklift work experience in a manufacturing operation preferred. Able to operate a forklift, pallet jack, as well as able to spend significant time standing, walking and lift items up to 80 lbs. from floor to shoulder height. Strong communication and mathematic skills are required. The successful candidate will have a strong attention to detail, able to interact effectively with others, and a strong level of mathematical skills.