

**Job Description**  
**Senior Material Handler**

Type of Job – Full Time – Exempt  
Location – Swansey, New Hampshire

**Job Summary**

Principal responsibilities include skidding and packaging of machine tool products for shipment, basic inspection and receiving of purchased components, accurate/timely issuance of materials to production, maintenance of stock levels, precise data entry and inventory maintenance utilizing computerized ERP/MRP system. This position reports to the Supply Chain Manager.

**Core Responsibilities**

- Leads in the receipt, identification, labeling, protective storage, disbursement, shipping and/or inventory of parts, materials, components and supplies.
- Recommends changes that will improve service to internal and external customers. Conducts inventory review as parts and supplies are received or disbursed, assists in physical inventories and alerts appropriate personnel when minimum re-order points are reached.
- May provide leadership, functional directions and assistance to less experienced staff to assure department objectives are met.
- Assures all materials entering and exiting the facility and/or stores are accurately recorded, and the appropriate paperwork or computer input is submitted. This includes but is not limited to raw materials, vendor supplied components, finished goods, sub-assemblies, secondary processing of manufactured components, etc.
- Picks and prepares job packages for issue to assembly from a computer generated “pick lists.”
- Verifies that the part number and quantities of components received match against the appropriate Purchase Order and disposition accordingly. Enter the received packing list information into the MRP system and match the packing list with the resulting computer generated receiver.
- Participates in reconciling inventory discrepancies and periodic physical inventories of inventoried goods.
- Administers the set-up, organization and ongoing maintenance of work-in-process (WIP) inventories, including:
  - Prioritizes work order release (kitting) in accordance with MRP demand and assembly resource availability to meet production schedule and corporate goals
  - Tracks WIP material location(s) and assure that material shortages are allocated and placed in the location of the original work order/product build
  - Monitors open Work Order Report and assure that Work Orders are closed as completed by production; after verifying work order is clear of shortages.
  - Issues finished assemblies to higher-level build demand or move to stores location
- Maintains cleanliness and housekeeping within the stockroom and shipping area, (cardboard/trash removal, sweeping, organization, etc.).
- Prepares shipments from MNTS, this includes but is not limited to:

- Machine shipments, skid building, skid inventory, supporting assembly in preparation
  - Accuracy of shipment against sales order
  - Quality of shipments (cosmetics, paint, scratches, packaging, etc.)
- Assists with chemical depository and waste management (ordering, safety data sheets, storage, containers/labeling, disposal, record keeping, etc).
  - Assists with maintaining MSDS manuals in designated areas.
  - Processes shipping and debit memos.
  - Maintains a clean and organized work area.
  - Ensures safe work practices are followed.
  - Complies with safety regulations.
  - Performs other duties as assigned by management.

### **Education and Experience**

- High school diploma or equivalent specialized training and 4 to 6 years of related experience.
- Experience managing or directing employees.
- International transportation and logistics coordination.
- Solid understanding of Occupational Safety standards, MSDS, and OSHA compliance.
- Fork truck operation/training.
- Basic carpentry skills and ability to operate manual and power equipment.
- Computer proficiency with MS Office Suite and Visual ERP/MRP software.

### **Competencies**

- Capable of diplomatically and effectively interfacing with management, co-workers and subcontractors.
- Excellent organizational skills, with a very high level of attention to detail.
- Good communication skills, both oral and written.
- Time management.
- Team player.