

Job Description Material Handler

Type of Job – Full Time – Hourly Non-Exempt
Location – Swanzey, New Hampshire

Job Summary

This position reports to the Supply Chain Manager and is principally responsible for 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.

Core Responsibilities

Perform routine manual duties in the receipt, identification, labeling, protective storage, disbursement, shipping, receipt and/or inventory of parts, materials, components and supplies. Assist production staff in identifying parts and materials required. Research problems, inventory discrepancies, and track order fulfillment. Document and process material returns. Assist in physical inventory and alert appropriate personnel when minimum re-order points are reached.

- Assures that 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.
- Assists in the set-up and continued maintenance of “floor stock” (assembly) inventories along with routine organization of work-in-process inventories.
- Adheres to and meets production schedules through personal time management. This may require periods of overtime as required supporting the production schedule.
- 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.)
- Establishes and maintains a positive and professional working relationship with all vendors, co-workers and management.
- 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, 1-2 years of experience.
- Basic carpentry skills and ability to operate manual and power tools and equipment.
- Computer proficiency in MS Office (Word and Excel).
- Experience with fork truck operation.
- Flexible and comfortable working in a fast-paced environment with rapidly changing priorities.
- Familiarity with ERP/MRP systems.

Competencies

- Excellent organizational skills with a high level of attention to detail.
- Good written and verbal communication skills.
- Excellent math and counting skills as required for inventory management.
- Inquisitive, problem solving skills. Must be willing to proactively investigate and understand the root cause of inventory related problems and then following through, with a proposed solution.
- Dependable, multi-tasking, team player who can work with minimal supervision.

To apply for this position, please send your resume to: careers@nanotechsys.com