

Material Handler

Job Description

Duties:

- Weekly cycle counts. Update with min/max quantities to ease ordering and flag short items.

- Counts on Request

- Submit VMI counts to corporate after review of order quantities.

- Daily Shortage Report

- Open PO/Expected delivery report

- Check outdoor hardware. Maintain a log based on PO's of what is needed per job to ensure correct material is given for each project.

- Review prints to cover sheet to check for missed orders or errors.

- Contact vendors on shortages or damaged items

- Assist with inventory – prep books/tickets, help with entering tickets, checking areas.

- Keep a receiving log.

- Compiles and maintains material and parts inventory and status information to expedite movement of material and parts between production areas, according to predetermined production schedules and order priorities: Reads production schedules, inventory reports, and work orders to determine type and quantity of materials required, availability of stock, and order priority.

- Confers with department supervisors to determine overdue material and parts and to inform supervisors of material status.

- Records and maintains perpetual inventory of quantity and type of materials and parts received, stocked, and distributed, manually or using computer.

- May examine material received, verify part numbers, and check discrepancies, such as damaged or unmarked parts when necessary.

- Follows-up on past due items and updates estimated delivery dates and prepares daily reports of material delays and backordered items.

- Work with different heads of department to monitor inventory levels, assess supply vendors and ensure delivered supplies meet quality standards.

- Contact vendors, verify supplies, manage supply requisition, and communicate with suppliers to determine expected delivery dates and inform departments of potential delays.
- Maintain knowledge and familiarity with production schedules for ongoing projects.
- Ensure interdepartmental communication for improved coordination of productive operations.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

Job Type: Full-time

Salary: \$18.00 - \$20.00 per hour

Expected hours: 40 per week

Benefits:

401(k)
401(k) matching
Dental insurance
Health insurance
Life insurance
Paid time off
Paid training
Referral program
Vision insurance

Schedule:

8 hour shift

Ability to Commute:

Burleson, TX 76028 (Required)

Ability to Relocate:

Burleson, TX 76028: Relocate before starting work (Required)

Work Location: In person