



WAREHOUSE MATERIAL HANDLER

Position Summary/Objective

This position is a jack of all trades, helps move material between factories by labeling, packing, shipping and even driving between our local El Paso facilities. This person will support the receipt of raw materials and help with scheduling of trucks. Someone motivated to keep busy and support others throughout the day will help in a number of functions to support the needs of the business.

Essential Functions

- Schedule and receive raw materials into the plant.
- Package, palletize and wrap finished goods.
- Arrange for finished conductor to make it to the appropriate locations.
- Move product to next location as required.
- Support other departments to keep a steady flow of materials moving through the plant.
- May assist in the counting of materials for cycle counting.
- Work with Operations, Engineering, and other teams to achieve common company goals.

Competencies

- Must be able to utilize a computer for a variety of tasks, including setting up and tracking shipping.
- Must be able to utilize a computer for various communication with various parties and utilize company systems.
- Ability to drive a commercial truck between facilities (Non-CDL).
- Ability to use a fork truck to load and unload materials from trucks.

Supervisory Responsibility

This position does not have supervisory responsibilities.

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.
- Working on the floor for extended period of time standing.
- Must be able to lift 30 pounds at times.

Position Type and Expected Hours of Work



This is a full-time position, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

No travel is expected for this position.

Education and Experience:

- Prior experience driving a fork truck and utilizing computers in a skilled manner a must.
- High school graduate a must.