

JOB DESCRIPTION

Job Title: Material Handler
Department: OI
Reports To: Production Control Manager

Grade: 6
Status: Hourly
Position: 400G

Description: Responsible for movement and storage of parts in process and finished goods. Updates and maintains router work center assignments. Alerts manufacturing of material requirements, and monitors shipping vs. open orders for on-time deliveries.

Essential Duties/Responsibilities: Other duties may be assigned.

Daily Responsibilities:

- Oversee material movements and availability, paperwork, processing and other activities involved in the manufacturing process.
- Review job orders, schedules, personnel assignments, status of on-going work and available personnel for work assignments in order to plan job activities.
- Establishes and monitors production schedules to ensure that customer commitments are met and production runs efficiently. Ensure a smooth flow of material and coating supplies to meet schedule and cost objectives. Work toward monthly goals.
- Schedule to have material and tooling ready for operators to start jobs
- Using the production reports as a tool, create a plan for meeting weekly goals set by the Production Control Manager and Customer Promise Dates.
- Notify customer service with any problem orders promptly so that arrangement with customer can be made.
- Act as liaison between OI production and Customer Service.
- Maintains communications with the different work centers and manufacturing management to determine completion of parts.
- Provide a materials needs schedule to procurement
- Assists Production and Procurement on inventory policies.
- Regularly confers with the Production Control Manager to identify and resolve problems or difficulties, and to establish and maintain effective internal relationships.
- Is personally aware of all-current operating policies and procedures.
- Maintains cooperative relationships with other departments and personnel.
- Consistently demonstrates the ability to perform in an independent manner with little direct supervision.

Quality:

- Follow prescribed safety precautions, established department and company policies, procedures, rules and regulations.
- Maintains a working knowledge of the Quality Control Manual as it applies to the specific areas under his/her control.

Maintenance:

- Has a basic understanding of the operations and maintenance requirements of equipment in his/her department.

Safety:

- Alert to factory health and safety issues and good housekeeping throughout the manufacturing areas.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required.

Education/Experience Required

Computer literate, MS Word, Excel, MS Access

- Good verbal, written, and interpersonal skills
- Working knowledge of ISO 9000 and total quality issues.
- 3 or more total years experience in a manufacturing / fabrication operation

Education/Experience Preferred

- 3 or more years experience in a similar manufacturing / fabrication operation or in inventory and / or production scheduling. Language Skills:
 - Ability to read and interpret documents written in English. Documents to include written work instructions, schematic/assembly drawings, standard operating and maintenance procedures, safety rules. Must be able to communicate effectively with the Production Control Manager.

Reasoning Ability:

- Must have basic math skills. Ability to interpret job related instruction in written, oral, schematic or schedule form. Ability to post, enter and transcribe data. Must have ability to solve practical problems.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to use hand and fingers to handle or feel. Must be able to talk and hear. Must be able to stand for extensive periods of time. The employee is required to walk, reach with hands and arms and occasionally sit, stoop, and crouch. Requires frequent mental and visual attention to detail as well as hand coordination. Must be able to periodically lift from 10-70 lbs.

Work Environment:

- While performing the duties of this job the employee is exposed to temperature ranges from 65 to 95 degrees F as well as low and high humidity ranges. The employee may on occasion be exposed to any number of adverse shop elements/odors to the extent of being disagreeable. The noise level in the work environment is somewhat loud.

This position will require training in the following specifications:

Supervisor (legal require / booklet) Training

Appropriate parts of business software

Telephone skills

Blueprint interpretation