
Material Handler/ Production Assistant

Status

Exempt, Full Time

Reports To

Purchasing and Logistics Manager

Purpose

To perform general logistics duties necessary for the material handling, shipment, and receiving of materials needed for projects and operational purposes for Flores Automation and Flores Automation and Machine Control companies.

Duties and Responsibilities

- Document and coordinate with purchasing manager all inbound and outbound materials movement.
- Report incoming material status to purchasing manager and project manager(s).
- Plan and coordinate third party shipping and negotiate rates.
- Inspect incoming materials for order compliancy and damage.
- Coordinate with purchasing manager and vendors to report non-compliant and damaged materials.
- Coordinate shipping requirements with internal and external customers.
- Perform and oversee shipment packaging requirements including letters, boxes, pallets, and other methods.
- Ensure shipments are compliant with interstate traffic laws and regulations.
- Create and provide proper shipping and warning labels.
- Establish and maintain appropriate staging areas for inbound and outbound materials to include proper floor marking and wall displays to include all safety and hazard placards.
- Develop, document, and maintain warehousing of materials.
- Document and pull job materials and sales orders.
- As time permits, assist in light assembly.

Qualifications

- Minimum of three years of proven related experience.
- Minimum of High School Diploma or equivalent.
- Proficient computer skills including Microsoft Office.
- Excellent time management, written, and oral skills.

- Ability to operate a forklift.
- Able to lift 100lbs.

Preferences

- Formal business training and understanding of business practice.
- Mathematical skills.
- Highly organized multitasker.
- Team player.
- Willingness to learn and grow with the company.

Performance Measurements

- Consistently improves material handling processes and procedures.
- Processes inbound and outbound materials movement in a safe, timely, and efficient manner.
- Demonstrates effective financial strategies to benefit the company.
- Effectively manages materials under the direction of the purchasing manager.
- Works collaboratively with internal and external customers.