

## **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.

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
Frank Flores, CEO

Accepted By: \_\_\_\_\_ Date \_\_\_\_\_  
Employee