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# Example of Handler Material Job Description

Our company is growing rapidly and is hiring for a handler material. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for handler material

* Cleans material as specified by the customer
* Confers with leads and/or supervisors to report material conditions that could result in production or customer problems
* Assists in proper loading of customer material
* Perform duties necessary for the storage, distribution and, maintenance of the inventory
* Accomplish all functions for maintaining inventory accuracy
* Perform kitting operations and distributes parts to predetermined inventory locations
* Prepare raw materials for use in the machine and fabrication shops
* Input Purchase Orders Receipts for Raw Materials and Work Order receipts to inventory
* Move inventory items in and through the manufacturing and inspection areas
* Expedite materials to meet schedule as required

## Qualifications for handler material

* Able to work accurately from verbal and written instructions
* Pull and issue materials for work orders to the appropriate assembly lines
* Opening boxes and staging raw material
* Perform ongoing housekeeping duties to keep warehouse and stock area organized and clean
* Will use forklift and/or pallet jack to assist with the loading and unloading of incoming raw materials and outgoing finished product
* Transfer raw material to and from inventory locations