Downloaded from <https://www.velvetjobs.com/job-descriptions/material-handler>

# Example of Material Handler Job Description

Our growing company is searching for experienced candidates for the position of material handler. 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 material handler

* Reads work order or follows oral instructions to ascertain materials, parts or containers to be moved to appropriate location to support work orders, assembly lines, shipping dept, weld dept, or assigned work area
* Removes samples of materials, labels with identifying information, and checks them utilizing the proper receiving and inspection procedures
* Correctly receives product and materials from vendors by utilizing the established receiving procedures, if required
* Responsible for transporting material off and on trailers or rail cars
* Responsible for efficiently and safely loading trailers for transport of material in accordance with routing solution
* Identifies damaged material
* Documents inbound and outbound transactions
* Responsible for basic equipment maintenance (horn, flashing beacon, fluid levels, fire extinguisher, fueling, personnel protective equipment (PPE), proper packaging)
* Housekeeping in the branch (sweeping, cleaning, straightening)
* Load and unload route trucks

## Qualifications for material handler

* Must have good understanding of safe practices
* Must have good organization and housekeeping skills
* Safe work record and stable work history
* Ability to proficiently and safely use forklift to transport product, load/unload trucks
* One year os recent forklift/warehouse experience
* Supplies raw materials (boxes, cartons, paper, etc) to production machines