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. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for material handler

* Manage work production so trucks are ready to go out on time and in good order
* Keep communication and information updated to minimize disruption
* Refill RIP (Raw & In-Process inventory) racks from bulk storage
* Refill point-of-use material storage receptacles from RIP racks (intermediate inventory location)
* Maintain inventory by identifying, labeling, organizing and counting materials and supplies
* Open boxes, de-trash, put parts into bin
* Conveys materials to or from storage or work sites to designated area, using hand truck, cart or forklift
* Clean inventory areas, and equipment, using broom, rags, and cleaning supplies
* Maintain organization and clean-up of production lines
* Prepare for, and assist in, product line changeovers

## Qualifications for material handler

* Knowledge of specific and general safety policies and procedures as relates to the plant and position is preferred
* Physical capability and stamina to fit work place demands
* Experience in a heavy manufacturing environment/continuous process industry
* Willingness to seek assistance and collaborate with support personnel
* Comfortable with PC-based office software and other common applications
* Must be able to climb ladders and/or stairs