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# Example of Materials Handler Job Description

Our company is looking to fill the role of materials handler. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for materials handler

* Comply with all established safety guidelines
* Ensure quality control of products and services
* Uses automation to print Materiel Release Orders (MRO) or barcode labels for accountability and verifies data
* Keeps warehouse area clean and shelf items displayed in a neat manner
* Stock, store, handle, and account for classified information, software, firmware, and hardware
* Conducts count of materials and verify correct product number, lot number, unit of measurement, and documents movement of material
* Stocks and locates materials
* Receives and ships product and parts
* Moves parts between production centers
* Provides containers to production groups

## Qualifications for materials handler

* Must be able to use material handling equipment including forklifts (stand up and sit down), pallet jacks and material lifting and moving devices
* Must be able to hear others, machines and equipment
* Must have good written and verbal communication skills and ability to utilize telecommunications devices
* 6 months of experience with a dual or quad prong forklift
* Operates all power and hand equipment as required
* Attentive to daily upkeep of forklift equipment