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# Example of Materials Handler Job Description

Our company is growing rapidly and 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

* Runs regular and unscheduled errands throughout the hospital center in accordance with hospital needs, including pick up and delivery of mail, specimens, medical records, reports, admitting materials, equipment supplies, message and flowers
* Stocks supplies on Patient Care Units, places in allotted space and performs FIFO stock rotation
* Checks sterile supplies expiration date and rotates inventory upon making delivery
* Checks and replaces all emergency equipment
* Picks up and distributes packages, cartons, and equipment from the receiving dock
* Takes part in physical inventory when required
* Stocks “Stat” Stores and issues supplies as required
* Items 1-27 are essential functions of this position under the Americans with Disabilities Act
* Continuum Health Partners is committed to the tenets of diversity and workforce that is strengthened by the inclusion of and respect for our differences
* Deliver supplies to each department daily

## Qualifications for materials handler

* Three years of warehouse/shipping & receiving experience
* Up to two years of this experience may be substituted with other relevant healthcare experience
* Requires little or no prior relevant experience
* Receive inventory from warehouse
* Perform Oracle and Internal Quality Control (IQC) transactions on inbound material
* Palletize, stage, and deliver parcels to inventory locations and other areas using a pallet jack, forklift or golf cart