

Materials 1

Contact: Human Resources

Apply online at www.parkindustries.com

POSITION SUMMARY

The Materials 1 ships, receives and pulls parts and supplies, verifies correctness of receipts against purchase orders, reports damaged goods and shortages and assists in maintaining accurate inventory counts. The Materials 1 inputs information into computer and runs reports as required. The Materials 1 pulls parts and delivers to production teams while maintaining accurate records. The Materials 1 notifies purchasing when to order parts.

ESSENTIAL FUNCTIONS

- Receives parts from vendors and customers into parts room.
- Verifies product against packing slips, purchase orders, or RGA slips for accuracy.
- Inputs product into computer system.
- Stores parts according to receiver report.
- Labels each part by location and updates and maintains locations of parts.
- Records and checks in all parts taken out by associates.
- Pulls and delivers all parts for jobs going to production on a daily basis.
- Completes first issue.
- Verifies shortlist notifying purchasing and supervisors of discrepancies.
- Informs Service and Purchasing of part shortages or other discrepancies.
- Prepares, packages, loads and ships all parts as needed.
- Participates in the cycle counting process.
- Provides back-up support/assistance to other Materials associates as needed.
- Uses appropriate hand tools effectively.
- Performs or requests in-shop maintenance as needed.
- Operates forklifts safely.
- Operates cranes safely and successfully.
- Reports potentially unsafe working conditions.
- Adjusts and transfers inventory accurately and proficiently.
- Performs other work-related duties as assigned.

QUALIFICATIONS

- High School diploma required.
- Experience in materials handling preferred.
- Experience in manufacturing environment preferred.

SPECIAL CONSIDERATIONS

- None.

TRAINING

- Certified forklift driver.

- Completes crane safety training.
- Requires ability to read and comprehend simple instructions, short correspondence and memos
- Must be able to effectively communicate, presenting information in one-on-one and small group situations.
- Basic math required (addition, subtraction, multiplication, division) and must be comfortable using whole numbers, fractions, and decimals.
- Proficient with using tape measure and calculator.
- Proficient using computer for inventory accuracy and control.
- Demonstrates knowledge of internal parts flow and QRM processes.