



Career Opportunity Posting

Job Title:	Material Handler
Reporting Location:	MPT Muncie / Dock Leader
Date Posted:	7/1/09
Date Removed	7/7/09

Job Description: Performs all shipping, receiving, conveyance and material handling duties. . Initiates and leads problem-solving using internal personal and decision-making skills. Ensures accuracy of shipments and receipts, maintains material movement systems, and completes proper paperwork and documentation. Ensures timely movement of raw material and finished goods. Loads and unloads tractor-trailers to meet customer requirements, and supplying the production lines with components. Follows formal work instructions and takes direction from the dock leader or lead man.

Job Requirements:

All required within the scope of this job must be performed with a high degree of accuracy and concern for meeting our internal and external customer delivery requirements. Weekends, holidays, and long work hours are required.

1. Represents MPT Muncie in a professional manner in communications with suppliers, customers, and MPT Muncie associates.
2. Loads and unloads materials, moves materials in and out of storage locations. Labels and marks pallets as required. Ships, receives, and transfers by using radio frequency equipment and current ERP System (SAP).
3. Interfaces with internal and external contacts as needed in accordance with customer shipping requirements.
4. Responsible and accountable for accurate counting of all material received.
5. Responsible for accurately counting daily floor inventory..
6. Utilizes and supports FiFo Inventory as necessary for movement of material on the shop floor.
7. Documents and forwards any discrepancies of pack slip and carton labeling of supplied product to designated department.
8. Operates all material handling equipment in a safe and efficient manner and reports all malfunctions or damage to team leader.
9. Maintains an optimum level of order and cleanliness in work areas.
10. Uses and follows work instructions pertaining to the warehouse material function.
11. Receives and issues customer and supplier returnable containers for area manufacturing facility to the proper supplier or customer.
12. Employee may be required to perform other miscellaneous duties at the request of the day shift dock leader.
13. Required to work overtime to support production. Required to work overtime to support schedule attainment.
14. Accepts the possibility of working off shifts to meet customer demands....may be unplanned

Experience:

1. Previous experience in material handling, shipping, receiving, lift-truck and truck driving activities is helpful. Must have lift truck license & have proven ability to follow all safety policies and workplace rules or be able to obtain one within reasonable time of job award.
2. Willingness to learn and use MPT Muncie's ERP System and bar code scanning system Radio Frequency (RF).
3. Able to demonstrate a high degree of accuracy in following work processes and completing work tasks. Strong work flow organizational skills and ability to work independently with minimal supervision.
4. Good verbal and written communication skills.
5. General math ability to include primary addition, subtraction, multiplication, division, and decimals.
6. Legible penmanship and ability to maintain neat, accurate records.
7. Able to work flexible hours as required by customer delivery schedules.
8. A proven record of dependability is required.
9. Able to manage several requests at one time.
10. Demonstrated ability to utilize all job-related equipment including, but not limited to, label printers, PC's, forklifts, and forklift support equipment.

If you have any interest in the above position and meet the qualifications listed, please submit a Career Opportunities Application to the Job Posting box or submit to HR by 5:00 pm on July 7th, 2009