**Cornell Dubilier Electronics**

**MATERIAL HANDLER 1ST SHIFT Hours: 7:00 AM – 3:30 PM**

**Classification: Hourly Salary Grade: 03 Dept.: 013**

**Salary: $11.00**

**Reports to:** Department Supervisor

Overview: Ensure material requisitions are filled in a timely manner, promptly moving all incoming material to stock.

**Duties and Responsibilities include but are not limited to**

* Unload all incoming material from trucks and move into stock
* Key receivers/transactions into the system
* Check packing slips against shipments
* Fill pick-list
* Issue materials from stockroom
* Stock bins and cabinets with received supplies
* Perform cycle counts
* Assist in physical inventories
* Keep work area neat and clean
* Other duties as assigned

**Job Prerequisites**

* Knowledge of raw materials stock
* Ability to meet deadlines
* Must have a valid driver’s license
* Forklift license or experience a plus
* Good attendance record

**Education Requirements**

* High school diploma or GED

**Physical/Mental Requirements**

* Full body movement
* Ability to lift up to 80 pounds
* Constant alertness
* Ability to work under pressure