Warehouse Material Hander Job Description

**Position Description**

* Reads production schedule, paper allocation, and bills of laden to determine items to be moved, gathered, and distributed.
* Conveys materials and items from dock areas, roll prep or production areas to storage or to other designated areas.
* Weighs and/or counts items for distribution to ensure conformance to company standards.
* Records amounts of materials or items received or distributed and prepares paper for presses and finished product for shipment.
* Checks skid tickets, ledgers, bills of laden, manifests, and roll reports for accuracy.
* Sorts and places materials on racks, floor, yard or trailers according to predetermined sequence such as size, type, date, color, or product code.
* Drives vehicle to transport items from warehouse to plant or to pick up items from several locations for shipment and load trucks.
* Performs preventative maintenance on warehouse equipment and keeps warehouse and equipment clean.

**Required Experience**

* High school diploma or general education degree (GED).
* Ability to read and comprehend simple instructions, short correspondence, and memos.
* Ability to write simple correspondence.
* Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
* Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
* Ability to perform these operations using units of American money and weight measurement, volume and distance.
* Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
* Ability to deal with problems involving a few concrete variables in standardized situations.
* To perform this job successfully, an individual should have knowledge of basic data entry on computer software.
* Ability to work as part of a team.
* Must be able to work at a fast pace on a 12-hour rotating shift with overtime requirements.
* Forklift certification preferred.