



## **Material Handler – Part-time (9am to 2pm)**

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### **Summary:**

The Material Handler performs a variety of duties in support of the warehousing, shipping, receiving and courier functions. This role is based from our Quakertown, PA facility, but will operate in our Telford, PA facility as needed for receiving and warehousing.

### **Responsibilities:**

- Loads and unloads materials being transported and delivered between buildings according to SOP's and WI's.
- Verifies material received matches documentation and enters information into the ERP system.
- Contacts appropriate departments when shipment is inaccurate to rectify the discrepancy.
- Enters transactions in the inventory system to enter new quantities and, during shipping transactions, to remove inventory from stock.
- Uses material moving equipment such as pallet jacks, forklifts and dollies to bring products and materials to an appropriate location.
- Transports materials between facilities.
- Monitors stock inventory and reports discrepancies in quantities to supervisor.
- Tracks assigned components and supplies and generate a work order to immediate supervisor for supplies/components before running out of supplies.
- May be required to transport material to and from a vendor location.
- May assist maintenance staff.
- Performs other job related responsibilities as assigned.

### **Qualifications:**

- High School Graduate or equivalent
- 1+ years' experience in a shipping and receiving or warehouse role.
- Able to frequently move or lift materials up to 50lbs, unassisted
- Able to sit or stand for prolonged periods of time, up to 8 hours or more a day.
- Organized and detail oriented
- Able to read, understand and follow applicable QMS documentation (e.g. SOP's, Work Instructions).

Visit our [Careers](#) page to send in your resume and cover letter to apply for the above position.