



JOB DESCRIPTION

Review Date: September 22, 2014

Position Title: Material Handler

Position reports to: Warehouse & Logistics Mgr/ Shift Supervisor

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Approved by: Jeff Applegate

Position Purpose: To support our customers and Texas Injection Molding manufacturing through mixing, grinding, drying, moving and maintaining accurate inventory of all raw materials, finished goods, packaging, etc.

Job Responsibilities:

- Responsible to ensure all raw materials are accurately mixed, dried and brought to the machines to meet our customers schedules.
- Make sure regrind materials utilized to maximum level to customer specifications
- Properly maintain and use company dryers and grinders
- Maintain accurate inventory on all raw materials, finished goods and packaging
- Aid Warehouse staff in truck loading, unloading and pick up, packing operations only as needed
- Assist Set-up Technicians as needed in setting up workstations and molds into production presses.
- Maintain cleanliness and organization of production plant and warehouse facilities
- Maintain safety and good housekeeping.

Qualifications:

Education:

- High School Diploma or equivalent

Work Experience:

- Minimum of 2 years experience in plastics manufacturing

Knowledge/Skills and Abilities:

- A positive can-do attitude
- Understanding of company systems and procedures
- Licensed to use forklift
- Proficient mathematics
- Good interpersonal skills both written and verbal
- Shows good judgment
- Ability to work independently and handle projects to completion