

<b>Job Title:</b> <b>MATERIALS HANDLER</b>	<b>Date:</b> MM / DD / YYYY 4/06/2018
---	--

<b>Division:</b> Warehousing	<b>Location:</b> Burlington
---------------------------------	--------------------------------

<b>JOB RESPONSIBILITIES:</b> (identify the key roles and responsibilities of the job)
---

### Safe Work Practices

- Following safety procedures in order to perform all aspects of the job in a safe manner for him/herself and others.
- Wearing personal protective equipment required.
- Maintain a clean workplace
- Participating in health & safety courses, as required.
- Participating in First Aid course.

### Materials Handling

- Loading and unloading product into and from truck trailers using forklift truck, reach truck or pump truck (and other equipment as assigned).
- Stacking and organizing product on skids and in racking.
- Hand-bombing product from trailer to pallet and other as assigned.
- Pick orders and stock.
- Maintain and organize inventory

### Computerized Warehousing System

- Entering data into the WMS
- Using RF scanning to receive, move or pick material
- Create Inbound receipts
- Print Bills of Lading and Packing Slips
- Cycle counting inventory
- Identifying and correcting errors
- Printing off bar code labels.

### Other Duties

- Assisting others in the department as instructed by their supervisor.

**MATERIALS HANDLER****KEY PERSONAL ATTRIBUTES REQUIRED FOR THE POSITION:**

(job-related personal characteristics)

- Demonstrated commitment to follow safety procedures
- Aptitude for carrying out job instructions
- Planning and organizing his/her time to load and unload trucks
- Work under pressure to meet deadlines
- Team player

**EDUCATION, EXPERIENCE and/or TRAINING REQUIREMENTS:**

1 – 2 years experience in materials handling in a warehouse  
 Experience with a computerized warehousing software system.  
 Licence – Certified Forklift Operator  
 First Aid certificate

**WORKING CONDITIONS:** (unusual level of condition - measured according to duration, intensity and frequency):

<b>Physical Effort</b> (physical activity - lifting, carrying, physical motion)	Lifting – up to 75 lbs., carrying, bending, walking, operating equipment.
<b>Physical Environment</b> (temperature, noise, other environmental or hazardous conditions)	Need to dress accordingly for summer heat and winter cold – temperature within the warehouse within regulatory limits. Care needed for exchanging two motor battery fluid.
<b>Sensory Attention</b> (effect of the job on one or more of the senses)	Normal
<b>Mental Stress</b> (social disruption, increased anxiety/stress)	Normal

**REVIEW / APPROVAL SIGNATURES:**

Prepared by:	Supervisor:	Human Resources:

