

**JOB TITLE:** Materials Handler & Stock Prep

**DEPARTMENT:** Supply Chain

**REPORTS TO:** Vice President Operations

**EFFECTIVE DATE:** Immediate

**FLSA Status:** Non-exempt

### **JOB DESCRIPTION**

**SUMMARY:** Under minimal supervision cuts raw material and trims printed stock to customer specifications on a power guillotine cutter. Pulls and delivers plant materials to various departments and prepares finished good(s) for shipment. Verifies completeness of the shipment against the shipping order. Packs shipments, affixes shipping labels, select a method of shipment according to shipping modules.

### **DUTIES AND RESPONSIBILITIES:**

- Checks material to be trimmed against production order for accuracy.
- Determines whether trimming is necessary before final cutting.
- Determines lift size (number of sheets) per cut maintain tolerance ranges within precise limitations.
- Performs cutting operations to close tolerances, sets back stop, clamp pressure, keep cutter square, changes blade.
- Blocks, stacks, feeds, cuts, retrieves, and re-stacks sheets.
- Delivers cut stock to printing and finishing.
- Maintains production records as required.
- Inspects machine guards for safety compliance.
- Confirm that packing list conforms with Purchase Order and associated documents for correct items and quantity.
- Inspect all packages for damages.
- Maintain Receiving in the Logic Systems.
- Submit all Receiving documents to Purchasing.
- Advise Buyers of all discrepancies.
- Date and tag all raw stock before storing.
- Follows all department work instructions.
- Will transport stock from one building to the other upon request.
- Maintains a clean & safe work area. Ensures safe and efficient use of materials and equipment.
- Performs other related duties as assigned by management.

### **QUALIFICATIONS:**

- High School diploma or general education degree (GED)
- One to two years related experience or equivalent
- Mathematical skills set: including conversions from inches to millimeters, percentages and conversion of same, measuring to .010"
- Must hold a valid driver's license
- Computer skills a must
- Commitment to excellence and high standards
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail; demonstrated ability to plan and organize projects
- Ability to work independently/team member of various teams and committees
- Ability to work on complex projects with general direction and minimal guidance

## **COMPETENCIES:**

*Analytical/Problem Solving*  
*Technical Skills*  
*Interpersonal Skills*  
*Written/Oral Communication*  
*Teamwork*  
*Quality Management*  
*Business Acumen*  
*Diversity/Ethics*  
*Judgment*

*Motivation*  
*Planning/Organizing*  
*Professionalism*  
*Quality/Quantity*  
*Safety and Security*  
*Adaptability*  
*Attendance/Punctuality*  
*Dependability*  
*Initiative*

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and talk or hear. The employee must frequently lift and/or move up to 50 pounds; and be able to lift above head using motorized equipment to retrieve inventory. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus. The noise level in this work environment is usually moderate to loud.