

Job Description

Position Title: Material Handler/Production Assembler

Department: Production Support

Reports to: Materials Manager

POSITION SUMMARY:

Verifies and keeps record on incoming and outgoing shipments and prepares items for shipment. Responsible for inventory movements and transactions. Applies skills and job knowledge in area of specialization; may adapt procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization; may work on non-routine tasks; resolves issues/makes working decisions within area of specialization or responsibility with minimal supervision.

ESSENTIAL FUNCTIONS:

1. Compares identifying information and counts, weighs or measures items of incoming and outgoing shipments to verify against bills of lading, invoices, orders or other records.
2. Process shipments in a timely manner to meet on time delivery to customers.
3. Package outgoing goods in safe and secure manner.
4. Picks raw materials for open work orders and processes transactions.
5. Follow written procedures, unpacks and examines incoming shipments, reports damaged items, records shortages and corresponds with Purchasing to rectify any discrepancies.
6. Routes non-inventory items to departments. Labels and places inventory materials into appropriate locations.
7. Performs data entry and maintain accurate records for shipping and receiving documents and warehouse transactions. Verification of computer reports prior to forwarding to appropriate department.
8. Perform cycle counts and reconcile variances.
9. Locate root cause and solution of variances.
10. Organize stockroom for better efficiency.

11. Clean raw material per drawing
12. Receive, inspect, and assemble parts, medical subassemblies and final assemblies, and disposable subassemblies and final assemblies.
13. Use tools to crimp, stake, bolt, rivet, solder, press fit, or perform similar operation to assemble.
14. Performs other related duties as assigned.

PERFORMANCE BEHAVIOR REQUIREMENTS:

Perseverance: Has the ability to complete tasks ahead of schedule while assisting others on techniques to improve performance. Always willing to go the extra mile to complete jobs on schedule.

Judgment: Ability to prioritize jobs leading to a better overall efficiency.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

One to two years shipping and stockroom experience, preferably in a manufacturing or biomedical environment.

Specialized knowledge of processes and procedures.

Requires excellent communications skills, including to read, write, speak and understand English well.

Ability to lift and push 50 pounds.

Must be able to work with normal supervision with strong attention to detail.

International shipments and familiar with customs documentation.

Computer knowledge mandatory. Microsoft Word and Excel is a must.

Requires basic math skills, compute ratio, percent and rate.

Familiarity with GMP and FDA requirements a plus.