



## JOB DESCRIPTION

Job Title: Material Handler,  
EEOC Number and Classification: #70125; Operatives  
Reports to: Logistics and Material Group Manager  
Status: Non-Exempt

Date: December 9, 2009

**Job Summary:** Responsible for receiving raw materials and other production items and delivering them to internal customers or placing them in inventory; prepare finished goods for shipment; transportation of raw or finished materials between facilities and placing in inventory; distribution of raw material to production personnel.

### Job Responsibilities:

1. Receipt of Material  
Efficiently receive and distribute material.
2. Timely Shipments  
Efficiently pick customer orders for shipment.
3. Safe Workplace  
Maintain a clean, neat and orderly work area.  
Conducts operations in compliance with Inland safety policy.
4. Efficient Workplace  
Carry or transport orders to delivery and shipping locations with material handling equipment.  
Inspect and perform minor maintenance on equipment.  
Conducts physical inventories as required.
5. Accurate Transactions  
Ensure correct quantity and product is loaded, shipped or received.  
Repack and weigh any orders that require such handling.
6. Productivity Measurements Met  
Meet standards for productivity.

### Competencies:

**Self development**  
**Positive outlook**  
**Organization**  
**Decision Making**  
**Meets Expectations/Standards**  
**Communication**  
**Calm under pressure**  
**Teamwork**

**Prerequisites:** High school diploma or general education degree required; valid driver license with good driving record; computer literate; knowledge of shipping programs preferred.

**Physical Requirements:** Must meet physical requirements identified in work screen protocol (Pod B) ; visual acuity corrected to 20/40.