

Job Title: Material Handler/Forklift Driver**FLSA TYPE:** Hourly**Reports To:** Shipping/Receiving Supervisor**Department:** Supply Chain/Logistics

Summary: Responsible for providing material handling to load/unload trucks at the shipping docks & provide service to production in accordance with FIFO.

Essential Duties and Responsibilities include, but are not limited to the following:

This position will be required to comply with Paragon Document Control Procedures and may have additional responsibilities as defined the Department Manager.

- Accountable as responsible for following all safety practices and procedures
- Follow all DOT rules and regulations as a Forklift Driver
- Daily operation of the forklift within the facility following all safety protocols, including pre-start inspection of the forklift, safe traveling speeds, responsiveness to pedestrian traffic, and all other trained load/unload and maneuvering standard practices.
- Load and Unload Trucks, according to leadership prioritization
- Regular Forklift operation to provide stock movement service to Production following FIFO
- Weekly / Daily Inventory, as assigned
- Customer Shipment Preparation (wrapping, banding and labeling skids)
- Complete Plex required activities to properly process Shipping/Receiving, material movement transactions
- Other duties as assigned
- Cover for Inspector/Packer – General as assigned
- Final visual inspection and manual hand packaging of finished product for shipment readiness
- Customer Shipment Preparation (wrapping, banding and labeling skids)
- Repackaging and inspecting parts, performing independently, once trained
- Weekly Inventory on assigned parts
- Routine housekeeping in work area including:
 - Mopping, which may require getting mop water
 - Wipe down surfaces
 - Take out the trash
- Perform daily work in a team environment to maintain clear and supportive communication
- Attendance regular and predictable attendance as scheduled with good attendance record
- Positive Attitude keeping a positive outlook and being respectful of others
- Willing to train for additional assigned work as directed by Supervisor/Manager

Competency and Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to get along with others, speak clearly and thoroughly while working with co-workers
- Excellent attendance is required to perform this job
- Ability to listen and follow verbal instructions as well as reading and following written work instructions
- Basic math, to maintain regular counts and perform inventory
- Intermediate reading and comprehension for proper labeling and verification of labels, customer paperwork and departmental reports
- Must be able to maintain a valid driver's license or pass a visual acuity test.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *To assure safety requirements are met, individuals must be able to complete required drug/alcohol screening with clear results; and have the regular ability to remain awake and alert.*

Education/Experience:**Min. Requirements:**

- GED or High School Diploma
- Primary language is English requires proficiency both verbal and written.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems in a professional manner.
- Reasoning ability must be consistent with established company policies and procedures.
- Experience: Prior Shipping/Receiving and forklift operation experience required, and with a good safety record.

Occupational Demands:

This is a warehouse area-based position requiring work within the facility in the Shipping/Receiving environment. Requires capacity to sit for extended periods of time, with repetitive bending, lifting and/or twisting to complete routine tasks as needed. Includes repetitive movement of getting into/out of the Forklift. Visual acuity requirements to maintain and active Forklift Operators license. May also require capacity to stand for extended periods of time, with repetitive bending, lifting and/or twisting to complete routine tasks as needed, i.e. when covering for the Inspector/Packer - General. This includes the ability to safely and repetitively lift, inspect and repack parts, manually, weighing from 10 lbs. up to 25lbs; or greater weights with assisted lift (2 person or mechanical assist). Work throughout the shift includes repetitive upper body, arm/hand/wrist movements to complete routine tasks and/or long periods of time for sitting when operating the Forklift. Successful incumbent will be able to accomplish the essential functions of the job meeting the occupational demands with/without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.