



**Job Title:** Material Handler

**Division:** Kentucky Trailer Specialty Vehicles

**Location:** Walled Lake, MI

**Reports to:** Materials Manager

**Description:**

Material Handler responsibilities - Handling vehicle parts inventory, supplies, equipment and stock for Kentucky Trailer Services. Utilize appropriate material handling equipment, including but not limited to, powered industrial trucks (forklifts) elevated work platforms (scissor lifts), overhead cranes, and other equipment. Assist with Repair Order parts selection and delivery to work site. Assist with routine inventory reporting activities, including annual and periodic reports. Support Trailer Technicians with inspection, maintenance and performance of repairs. Aid other technicians and team leaders as required in all facets at the Kentucky Trailer Services facility using basic hand tools, electronic and pneumatic tooling. Will also maintain work area, inventory storage area/warehouse and equipment in compliance w/safety regulations and any other duties as assigned.

**Position Key Accountabilities:**

- Handles incoming and outgoing shipments by physically checking them for defects as well as accuracy of quantity and types. Reports and replaces any defective item prior to packing.
- Processes customers' orders by pulling product, confirming all serial and batch numbers match the invoice, and items are properly packed, labeled, and loaded onto shipment vehicle in a safe and timely manner
- Prepares invoices and delivery orders including posting of outbound deliveries using pre-designated software, ensuring that all transactions are recorded in company database  
Operates forklift to transport shipments from the storage area to the pallet  
Handles space arrangements for incoming shipments in the storage areas  
Ensures that the warehouse is cleaned and maintained at all times
- Take part in general inventory procedures like daily cycle counts, and year-end inventory
- Other duties as assigned

**Qualifications:**

- High School Diploma/GED and experienced with Shipping and Receiving processes
- Ability to operate forklifts, overhead cranes and scissor lifts
- Basic mechanical aptitude and experienced w/basic hand tools
- Must be detail oriented and able to meet deadlines

- Good customer service & communication skills (read, write, speak, listen and understand work instructions)
- Intermediate computer aptitude.
- Work in full compliance with safety regulations
- While performing the duties of this job, the employee must have the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard operate equipment and read application information. The employee is occasionally required to sit, reach with hands and arms, talk and hear.
- May be exposed to moving mechanical parts; heat and moderate noise from machinery.

### **Fundamental Irreplaceable Behavior Values:**

**Interpersonal Skills:** Easy to get along with; Treats all people with dignity and respect ; displays *kindness*; shows interest in others; gives others appreciation and encouragement; common courtesy; Always approachable; never rude; Aware of and sensitive to what other people are feeling; Is at ease with people at all levels; Does not belittle the opinions or work of other people, regardless of their status or position; Deals effectively with a diverse workforce; Demonstrates a high degree of “emotional intelligence”; Truly values and genuinely likes people; Treats others with ***respect*** and as important person; Is ***unselfish*** and meets the legitimate needs of others; Serves others.

**Ethics and Integrity:** Admits mistakes in spite of the potential for negative consequences; Presents unpleasant or disagreeable facts in an appropriate manner; Keeps promises; meets goals and deadlines; Avoids situations and associations that could be considered inappropriate; ***Honest*** in all dealings; Upholds and models organization’s values; Does what you say you will do; Is ***forgiving*** when wronged.

**Business Demeanor / Temperament:** Displays a positive attitude and optimism about the work to be done, the people he or she works with, customers, management, and company policies; Has a constructive sense of humor; Maintains a calm temperament and pleasant demeanor; Shows self-control; Doesn’t spread gossip or rumors; Acts as a positive influence on others; Is courteous, ***patient***, cooperative, and helpful; Is ***humble***, never boastful or arrogant.

**Accountability:** Accepts personal responsibility for the quality and timeliness of his/her work; Acknowledges and corrects mistakes; Doesn’t make excuses or blame others for errors or problems; Carries his/her fair share of the workload; Does what he/she ***commits*** to doing.