

# MATERIAL HANDLER JOB DESCRIPTION

## EMPLOYER INFORMATION

**Name:** Orinoco, Inc.

**Address:** 456 Cherry St., Portland OR 97000

**Phone:** (555) 555-5555

**E-Mail:** [staffing@orinoco.com](mailto:staffing@orinoco.com)

## EMPLOYMENT ELIGIBILITY

**Job Title:** Material handling associate

**Reports to:** Joe Askew, warehouse manager

**Job Location:** Warehouse 221, Boise, ID

**Start Date:** Sept. 1, 2021

**Job Type:**  Full-time  Part-time  Independent Contractor  Intern

**# of Hours:** 40 Hours per week

## JOB DESCRIPTION

E-commerce and logistics company seeks material handler for warehouse position. This position will work as part of a team that will receive some order for temporary storage and prepare others for transit. Forklift user certification recommended.

## RESPONSIBILITIES AND DUTIES

- Add/remove products for transit
- Verify order manifests
- Document stored inventory
- Move materials within storage area
- Operate some heavy machinery
- Input material transit data
- Learn and follow safety regulations
- Communicate with vendors

## QUALIFICATIONS / REQUIREMENTS

- High school degree/equivalency
- Physical endurance
- Ability to work nonstandard hours
- Detail-oriented, follows instructions
- Inclination toward teamwork
- Familiarity with data entry software