

Detailed Responsibilities:

1. Stages department with parts and/or packaging materials according to daily schedule in advance of production; continues providing department throughout the shift
2. Loads/unloads containers to and from correct work centers through PLEX.
3. Understands Quality Management Assurance policy and maintains product quality; reports nonconforming product/PLEX serial number(s) to QA and/or supervisor for corrective action/QC Hold
4. Shuttles parts between departments, and uses gun scanner to move parts properly through PLEX
5. Communicates inventory levels to supervisor/leader
6. Calculates piece counts using gross, tare, and net weights.
7. Enters production into PLEX accurate and produce barcode labels for correct parts.
8. Performs random physical parts audits and reports discrepancies to MRP Manager/assistant.
9. Stages parts containers in advance for the department and transports processed parts to the next process staging area
10. Maintains parts, tubs, skids, rups, bins and storage and staging areas in a neat, orderly condition at all times; maintains organization on shelves
11. Informs Supervisor/Leader of supply shortages before supplies run low
12. Performs other duties as required by the supervisor/leader

Essential Skills and Experience:

1. Ability to follow multiple sets of instructions and re-adjust priorities accordingly using multi-tasking and time management skills
2. Ability to use electronic scales and calculator to determine piece weight
3. Ability to read, write and interpret routine department schedules accurately
4. Ability to work from written and verbal instructions
5. Valid towmotor license
6. Ability to follow all safety rules and work methods including towmotor safety, PPE, HazMat, Accident Reporting and Hazardous Condition awareness
7. Ability to use PLEX system

Physical Demands:

Occasionally required to stand, sit, walk, crouch, kneel, balance, climb stairs; uses hands and arms to reach; occasionally lifts up to 80 pounds; specific vision abilities include close vision, distance vision, depth perception, peripheral vision and the ability to adjust and focus. Works indoors but is exposed to weather conditions prevalent at the time. Noise level is moderate to high.

