



MATERIAL HANDLER

Established, family-owned metal fabrication company in Northwest Baltimore seeks a Material Handler to work in our Production Department. The ideal candidate will be responsible for transporting raw materials, scrap and/or finished goods from production area to appropriate locations.

Immediate need- First Shift- Monday through Friday

Job Duties:

- Unpack and check goods received against purchase orders or invoices, maintain records of received goods and reject unsatisfactory items.
- Marks all incoming product with lot numbers and dispositions, transfers the material to the designated area
- Operate material handling equipment including forklifts, pallet jacks, etc. to move stock and organize inventory
- Supply production area with needed materials from inventory based on work orders; load coils
- Remove finished goods from production area and properly store
- Unload incoming shipments and confirm that received materials match packing slips and that items are undamaged
- Empties all waste and recycling bins and schedules container pickups as necessary.
- Accurately update records using a computerized inventory interface
- Perform preventative maintenance and routine inspections on all handling equipment
- Keep all products and materials neat and organized
- Assist production operators with timely delivery of products and containers, as needed
- Operates forklift to clear and properly dispose of scrap and trash
- Follow proper safety procedures and wear required protective equipment
- Other duties as assigned

Job Requirements:

- Forklift certified and ability to be recertified as required
- Knowledge of raw materials, production processes, quality control, products, costs and techniques for maximizing the effective manufacture and distribution of goods, preferred
- Previous experience in material handling in a manufacturing environment, preferably in the metals industry
- Ability to properly use ERP system to record material movement within the organization
- Must have above average math skills and ability to use a calculator
- Excellent organizational skills and attention to detail

Physical Requirements:

- Good eye-sight and ability to read
- Good finger dexterity
- Ability to lift up to 50 pounds

Wingard and Company offers competitive pay plus bonus potential. Benefits include health/dental/ vision/short term disability/group life, 401k, vacation, sick and holiday pay and employer paid life insurance and long term disability.

Contact Us: For more information, please visit us at www.wingardcompany.com Email resume to hr@wingardcompany.com or fax to 410-358-4573