



Friday, November 19, 2021

INTERNAL JOB POSTING

Position Title: **Materials Handler**
Status: Full-Time, Non-Exempt
Schedule: Monday – Friday 8am – 4pm with some flexibility
Department: Waite Park, Production
Direct Supervisor: Beth Sueker, Operations Manager
Posting Deadline: **Tuesday, November 30, 2021 at 12pm**

Job Duties

- Operates forklifts and pallet jacks to load and unload product from trucks, move product around work floor, and place pallets on pallet racking for storage.
- Operates cube truck and 26,000 gross vehicle weight vehicle(s), with lifts to pick up and deliver product, recycling and documents to be shredded.
- Completes inventory of product, supplies, and other items delivered to WACOSA.
- Prepares completed product for shipping (boxing, stretch wrapping, banding, etc.).
- Completes paperwork and data entry as needed for inventory, shipping/receiving and driving.
- Communicates with business customers in a professional and courteous manner via phone, fax, and e-mail regarding inventory, shipping, receiving, and scheduling for document shred and recycling pick-ups, or other information needed, for job completion.
- Assists in set-up of production jobs; including work flow, product inventory, and training of staff on job completion and quality specifications.
- Assists with time studies and performance measurements as needed.
- Assists DocuShred business customers with drop-offs and pick-ups of documents to be shredded.

Qualifications

- High school diploma (or equivalent).
- (1) One year of experience Production, Manufacturing, or Warehouse experience required.
- Forklift experience preferred
- CDL Preferred
- Must be willing to submit to a Health Card Physical, Motor Vehicle Check, Criminal Background Check, and Drug Screen (post offer).

How to Apply

If interested, please complete an Internal Application, have it signed by your current Supervisor, and submit it to the Front Desk (320 Building) by: **Tuesday, November 30, 21 @ 12pm**. Additional internal and/or external candidates may already be under consideration for any positions listed.

WACOSA is an EEO/AA Employer