



Monday, December 27, 2021

## INTERNAL JOB POSTING

**Position Title:** **Materials Handler/Driver**  
**Status:** Full-Time, Non-Exempt  
**Schedule:** Monday – Friday 8:30am – 4:30pm with some flexibility  
**Department:** Waite Park, Production  
**Direct Supervisor:** Beth Sueker, Operations Manager  
**Posting Deadline:** **Tuesday, January 4, 2022 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, January 4, 2022 @ 12pm**. Additional internal and/or external candidates may already be under consideration for any positions listed.