

Job Description

Materials Handler - Tallmadge, Ohio

Mission Statement

To be a prominent provider of high-quality, precision-engineered transformers and rewind services. To accomplish our mission by being focused on craftsmanship and design, committed to satisfying all of our customers' requirements and dedicated to providing our employees with meaningful long-term employment thus providing our stockholders with revenue growth and a maximum rate of return.

Safety First – Quality Always

As is expected of all SGB-USA's Employees, the incumbent understands the importance of Safety and Quality in the workplace. When appropriate the individual identifies and communicates the need for improvements in practices which will ensure the very highest level of Safety and Quality at SGB-USA.

Job Goal

**Perform various material handling functions in a safe and timely manner to support production efforts.
Maintain production areas and facilities to support a safe work and clean work environment.**

Tasks:

- Receive and check all items against purchase order for quality and accuracy.
- Maintain excellent record keeping and paperwork.
- Ship and receive packages and skidded items.
- Load/Unload trucks by use of fork truck or crane.
- Move received goods into stocking locations.
- Perform parts running duties inside and outside of the facility.
- Empty plant trash dumpsters daily.
- Clean floors and work areas as required.
- Daily inventory of plant consumables/gasses.
- Assist with inventory as required.
- Assist with various duties to maintain a clean and safe work environment.

Skills and Attributes:

- Customer Focus – Act with a customer/supplier outlook, demand the best quality of your internal supplier and provide only best quality to your customers whether internal or external.
- Teamwork – Able to work effectively in a team environment in order to achieve a common goal.
- Time Management – Manage one's own time to meet deadlines with efficiencies.
- Critical Thinking – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Detail Oriented – Able to recognize and follow through with important detail in work assignments.
- Writing – Communicate effectively in writing.
- Mathematics – Use mathematics to solve problems and prepare requested reports.
- Information ordering – Able to arrange things or actions in the most efficient order.

Requirements:

- Valid driver's license.
- Position requires individual to travel to various locations in the U.S.
- Be able to lift 75 pounds.

Working Conditions:

- Occasional climbing, lifting, bending, and carrying light to moderate loads (≤ 75 lbs.)
- Some exposure to fumes, primarily from paint and adhesives.
- Frequently required to work at heights, primarily on work platforms, occasionally on step ladders.
- Shift work

Qualifications:

- High school diploma or GED required
- Valid driver's license.
- Tow motor training.

Reports to: Operations Manager

Note: This job description is not all inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.

Revised: 2/26/19