



McElroy Manufacturing, Inc.

The leader by design.

P.O. Box 580550 • Tulsa, OK 74158-0550 • (918)836-8611

**MATERIALS HANDLER
(forklift experience preferred)**

Hourly/Non-Exempt

Pay Range - \$8 - \$12

(Depending on skills and experience)

Regular work hours: 7 am – 3:30 pm

Reports to:

Supervisor - Warehouse/Shipping & Receiving

Primary Responsibilities:

Perform the functions of material processing following the established inventory control procedures, maintaining an orderly and continuous throughput of goods in and out of the area, maintaining accurate inventory, and providing good customer service to internal and external customers.

Secondary Responsibilities:

Support the department and its management in development of enhancements to improve operations, performing material handling functions as assigned for the entire Manufacturing operation.

General Job Requirements:

- High School diploma or GED
- PC experience and training required such that the Basic level of skill can be demonstrated in Microsoft Word and Excel
- Effective verbal communication skills
- Possess and demonstrate independent motivation to accomplish assigned tasks.
- Ability and willingness to work flexible hours and over time on an as - needed basis, involving extra hours during the week, Saturdays, and occasionally Sundays and Holidays

Skill Requirements:

Level I – Pay range 8.081 – 10.063 - Level I materials handler must possess general job requirements above and must demonstrate all required Level I skills.

Add, subtract, and divide numbers.
Ask questions.
Clean work area.
Count objects.
Follow instructions.
Read words, numbers, and symbols.
Write words, numbers.
Follow schedules.

Level II – Pay range 9.18 - 12.239 – Level II materials handler must possess general job requirements above and must demonstrate all required Level I skills and all required Level II skills.

Know MMI's job numbers and status.
Know and apply MMI's safety policies and procedures.
Know and apply MMI's lockout and tag out procedure.
Know and apply MMI's PPE policy.
Demonstrate the ability to operate overhead crane.
Know and use MMI's McFlow Trigger Card system.
Know basic cycle counting procedures.
Know basic warehouse and inventory systems.
Know Floor Stock Code and Transaction Codes.
Know vendor specific trigger card system.
Read and follow instructions from MMI's Job Packets.
Recognize MMI's parts and codes.
Operate forklift.
Know stock locations and pull/relocate stock.
Pack and receive parts.
Communicate with external vendors and co-workers.
Determine how received materials should be handled.
Resolve issues/problems.
Computer skills for research, inquiry and data entry in AS/400 system.
Know receiving system for manufactured, purchased items, and products processed externally.
Analyze and compare information.
Inspect the process on products received.
Complete and maintain written records of inventory moved, pulled or replaced.
Knowledge and ability to work in 5 - 7 areas of warehouse.
Schedule domestic and foreign shipments.
Know shipping terms and processes.
Pick/pack material and complete documentation.
Build crates, skids, and shipping containers.
Know the UPS Manifest System.
Communicate shipping and receiving information to vendors.
Implement the double-check system.
Customer service skills to customize requests and wait on customers.

Level III – Pay range 11.940 – 14.160 – Level III materials handler must possess general job requirements above and must demonstrate all required Level II, and required skills for Level III.

Computer skills to use Microsoft Excel, Word and MMI's World Drive.
Demonstrate a task to help someone learn a task.
Provide verbal instructions to help someone learn a task.
Knowledge and ability to work in the ten (10) areas of the warehouse.
Demonstrate leadership skills.

Physical Job Requirements:

- Generally 95% of the normal work shift requires standing bending, squatting, and climbing while running production, inspecting work and machines, and checking procedures. Mobility required between multi-building complex covering several acres.
- Corrected levels of vision and hearing are essential, so that problems or emergencies can be detected quickly, and the information conveyed to other employees.
- Climbing into, or onto some machines is required to evaluate how a part, or fixturing is progressing.
- Lifting of parts, weighting up to 70 pounds, from floor level, and carrying them 10 to 15 feet may be required. Lifting devices should be used when possible. The job area requires moving of material and parts weighing up to 70 pounds. Parts must be lifted, pulled, pushed, and held in place, without benefit of material handling devices due to limited space and confined areas in and around machines.

Work Environment Requirements:

- Plant buildings are not climate controlled. The work environment may be warmer than the outside temperature during the summer, and may involve some exposure to the cold in the winter due to the opening of overhead doors. The natural elements, such as pollen, high or low humidity, and dust are present.
- Exposure to machining coolants or cutting oils.

General:

- This job description is not exhaustive and cannot anticipate all possible duties and requirements. Duties and requirements are also subject to change just as the products developed by this company are subject to change. Flexibility on the part of the employee as well as the company is therefore of utmost importance.

Contact Information

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