



Comefri USA, Inc.

Job Description: Material Handler

- Reports To:** Production Manager
- Job Summary:** To document and transport materials in various stages of the production of commercial HVAC fan products.
- Basic Functions:** May include the following operations: Receive raw materials, transport work-in-process and finished goods, and document the different transactions through the MRP system called Galileo.
- Education/Training:** High School Diploma or equivalent
Must be capable of being certified to operate the overhead cranes and forklifts
- Experience:** Should receive approximately one weeks of training before the individual can become qualified in performing the operation alone. An individual may have to receive follow-up training, if quality, efficiency and/or safety performance(s) are below the established criteria for that specific operation.
- Responsibilities:** Perform all tasks related to the transportation of materials through the various stages of production. The individual must exhibit the ability to plan and perform the sequence of work according to the standards and methods of operations that are available. The individual must be capable of making decisions and working with other employees or alone with minimal direct supervision.
Tasks include, but are not exclusive, to the following:
1. Assure all materials are available to complete the work for specified on the production schedule;
 2. Assure all forklifts and overhead cranes are available and in working condition;
 3. Perform all required material transactions that are required by the MRP system, or the production department, as specified by the Standard Operating Procedures and/or on-the-job training;
 4. Perform all necessary steps to maintain clean and organized storage areas throughout the work day;
 5. Monitor and record all information requested for that operation;
 6. Actively participate in continuously improving the operation;
 7. May be required to participate in annual (or periodic) company inventory.
 8. Perform any other company duties that are legal, safe, and deemed necessary by management
- Skills Required:**
1. Knowledge of all materials necessary to manufacture the products
 2. Capable of performing daily safety inspections for forklifts, overhead cranes and lifting devices
 3. Certification in the use of overhead cranes and forklifts
 4. Capable of working with others
- Work Environment:** Relatively clean working conditions, which may involve exposure to minimal levels of dust, paints, oils and greases. There may be intermittent noises due to the use of pneumatic hand tools. The person must be capable of lifting for short periods of time 50 lbs. or less.