



Rantec Power Systems Inc.
Los Osos, California - Layton, Utah

Job Description

Title: Materials Handler

Date: August 2024

Department: Materials

FLSA Status: Non-Exempt

Reports To: Inventory Control Supervisor

Scope

Perform duties to maintain materials in support of manufacturing and other facility operations. Maintain inventory, including processing receipt of material, storing and recording inventory transactions in the Material Requirements Planning (MRP) system. Material Handlers are responsible for the digital and physical movement of inventoried material throughout the facility, that ranges from receiving raw material from a supplier, to kitting raw material, to shipping finished goods.

Essential Duties and Responsibilities

Receive Materials

- Unpackage materials and verify contents against documentation.
- Transfer material to appropriate bins or electro-static containers and forward to Receiving Inspection Receive materials from Receiving Inspection and Manufacturing, provide proper storage
- Input receiving data into MRP system and print Purchase-Order-Receiver to accompany materials, coordinating with buyers to update paperwork or Purchase Order errors.
- Supply point-of-use storage and Kanban locations with material.

Ship Materials

- Package materials and product according to procedures or best commercial practices. Prepare relevant shipping documents and labels as required.
- Use UPS, FedEx and other shipping service software to facilitate shipments.
- Input shipping data into MRP system to generate Sales-Order-Packing List.
- Affix correct labels and include necessary documents with each shipment. Generate packing slips, commercial invoices, export paperwork, and other documents as required.

Stockroom Processes

- Complete and Close Work Orders, relocate inventory to correct locations both physically and electronically.
- Pull, compile, and issue kits to Work Orders and deliver them to production for processing.
- Perform Cycle Counts and input Cycle Count results into MRP.
- Ensure material is stored in proper containers that is in stock or in kits being delivered to production.

Support Record-Keeping Functions

- Update serial number logs, maintain part shortages, backorder records, etc.
- Monitor and provide reorder recommendations prior to expiration and stock outs.

Maintain Job Folders

- Insert new/updated documents to current job folders
- Ability to work flexible hours and/or different shifts, as required.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled
- Perform other duties as assigned

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- High School diploma or equivalent.
- 3 years of manufacturing experience preferred
- Computer skills to maintain inventory data in an MRP system; MS Word & Excel experience
- Mechanical ability to operate equipment for bagging, counting and component prep processes
- Organizational skills and attention to detail to maintain inventory and assemble kits
- Ability to work in a fast-paced environment managing multiple critical priorities
- Ability to communicate both verbally and in writing

Physical Requirements

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a manufacturing environment, including moderate noise and chemical odors
- Moving between sitting, standing and walking
- Lifting up to 25 pounds periodically, use of material handling equipment (forklift, trucks, carts, etc.)
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction, if needed.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.