

Material Handler Assistant - Job Post

City Theatrical, Inc.

Carlstadt, NJ 07072

\$18 - \$20 an hour - Full-time

Job Posted: June 15, 2022

Benefits

401(k)

401(k) matching

Dental insurance

Health insurance

Paid time off

Vision insurance

Full Job Description

Material Handler Assistant

Prepare outgoing shipments. Pick items according to Packing Slip, pack and prepare shipping labels

Receive shipments. Unpack and check against PO all incoming materials. Ensure supplies are received in Inventory system in a timely manner and materials are placed in the assigned warehouse locations

Responsible for warehouse inventory accuracy and the incoming and outgoing flow of materials

Transport parts and materials to different areas in the warehouse as required

Perform cycle counts and ensure all inventory is accounted for and reported according to Company Inventory Control procedures

Maintain Kanban inventory system running effectively. Check bins replenishment levels on a daily basis, maintain labels and cards in good condition

Investigate and correct inventory discrepancies by making inventory adjustments on ERP system

Share discrepancy reports with Purchasing and Production Scheduling to ensure timely replenishment of parts and materials

Assist Purchasing Department placing orders online

Requirements:

- Work safely. Wear PPE required for position and follow safe work practices
 - Methodic approach to work. Comfortable following Standard Operating Procedures
 - Knowledge of Microsoft Office applications and ERP systems
 - Experience cycle counting inventory and making adjustments in ERP system
 - Experience working with Kanban systems
- Superior levels of accuracy, and good sense of urgency
- Willingness to learn new tasks and take on new challenges

Physical Requirements:

- Ability to climb ladders on a repetitive basis throughout the day
- Frequently move, lift, pull & push up to 50 lbs

Willingness and ability to work in a facility with minimal temperature control, exposed to local temperature variations (hot & cold)

Job Type: Full-time

Pay: \$18.00 - \$20.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

COVID-19 considerations:
Proof of COVID-19 Vaccination.

Ability to commute/relocate:

- Carlstadt, NJ 07072: Reliably commute or planning to relocate before starting work (Required)

Work Location: One location