



## JOB DESCRIPTION

**Job Title:** Material Handler Lead  
**Facility:** Brooklyn Park  
**Department:** Distribution  
**Reports to:** Distribution Manager, Distribution Supervisor

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### SUMMARY

Provides work direction to Material Handlers and other personnel associated with order picking, material requisitions, detailed receiving, put-away and data collection.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Interface as necessary with the Distribution Manager, Distribution Supervisors, and Distribution Leads for purposes of efficient receiving and put-away of inbound materials, picking, quality control checking, packing and shipping of orders and material requisitions.
- Assure near real-time input of all data into the Warehouse Management System (WMS).
- Assure materials needed from inventory are picked, packed and staged as required according to shipping schedules.
- Facilitate transfer of material between other ENPOINTE buildings.
- Assist with work in other departments when necessary.
- Assure work areas are always maintained in a neat and orderly manner.
- Conduct inventory cycle counts as required.
- Replenish forward picking locations.
- Transfer and consolidation of inventory.
- Perform scheduled equipment maintenance as required.
- Oversee temporary labor for kitting projects when required.

### QUALIFICATIONS

- High school diploma or equivalent.
- Ability to lift 50#.
- Good computer skills.
- Excellent math and reading aptitude.
- Ability to work independently.
- Leadership experience and/or skills.

### PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent lifting 20lbs, walking, standing, and operating mechanical equipment.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs & Ladders.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*