

Singota Solutions

JD129

Job title: Material Handler
Department: Supply Chain Management
Location: Bloomington, IN
Position Type: Full-time, 40 hours/week, non-exempt

General Description including Skills and Physical Activity Requirements:

1. Must be very customer focused to both internal employees and external clients.
2. Must be able to work within the FDA regulated environment per its specific requirements and those established by internal policy and standard operating procedures.
3. Computer experience necessary or willing to take internal courses to gain such information quickly. Ability to work with Microsoft Office (Outlook, Excel, Word) a plus. Experience using ERP or inventory systems is not required, but helpful.
4. Effectively work within the configuration and rule process set up within an ERP system and bar code scanning environment to accurately manage inventory throughout the business.
5. Able to effectively and safely drive a fork truck with double pallet reach at over 25 feet high.
6. Warehoused material must be treated with applicable caution per documented hazards and also with great care based on its value.
7. Must diligently practice all departmental programs and procedures per safety guidelines.
8. Pay great attention to detail and be very organized to all aspects of the position.
9. Ability to lift a minimum of 50lbs.
10. Transferring of material from wooden to plastic pallets when necessary.
11. Able to work in a 33 degree F environment for periods of time.
12. Must be able to speak professionally and effectively with clients and auditing agencies on procedures and other issues.
13. Must be willing to work off shift from time to time to accommodate off shift materials movement requirements.
14. Perform general housekeeping of warehouse and work space (i.e. breaking down boxes, emptying trash, removing pallets from staging, etc.)
15. Positive Attitude and willingness to work as part of a diverse team to achieve overall goals of supply chain group.
16. Comply with quality and safety management systems including requirements for documentation, training, system use, SOPs, processes and procedures
17. General support required of a company where everyone is expected to perform multiple tasks both inside and outside their department to meet the needs of the business.

Work Experience Requirements:

1. 0 years experience in life sciences
2. < 1 year in supply chain management or logistics
3. Computer experience (Microsoft Office, ERP or Inventory Systems)

Education Requirements:

1. High School Diploma

Singota Solutions is an Equal Opportunity Employer