

<b>Job Title:</b>	Warehouse Associate – Material Handler Lead
<b>Department:</b>	Warehouse
<b>Reports To:</b>	Warehouse Manager
<b>Job Status:</b>	Full-time
<b>FLSA Classification:</b>	Non-exempt
<b>Hours:</b>	6 a.m. – 4:30 p.m. Monday – Thursday; may earn overtime
<b>Salary/Wage Rate:</b>	Starting at \$19.00 - \$19.75/hour

Tectran Manufacturing Inc. is an industry-leading manufacturer and marketer of air, hydraulic and electrical systems for the transportation industry. The primary market focus includes the heavy-duty tractor trailer and bus industries. Our commitment to quality and durability assures us a leading-edge in product designs and superior performance for demanding market applications. We hold several patents and make it a practice to listen closely to the needs of the customer.

### **Job Summary**

We are currently looking for an individual to join Tectran in the Warehouse Department as a Material Handler Lead. The candidate in this role is responsible for coordinating activities to move product throughout the warehouse and keeping inventory records current by updating information within the company's computer software systems. The Material Handler Lead will work closely with the Inventory Control Lead and Fulfillment Specialist. The Material Handler Lead is essentially responsible for ensuring that accuracy, quality, and efficiency is achieved within the department.

### **Responsibilities:**

- Provide training and guidance of material handling functions to team members
  - Load and unload trucks in staging areas, weigh LTL shipments, and stage large orders
  - Staging raw material for production and ensuring continuous replenishment
  - Organize stock bins and replenish shelves to ensure accuracy and efficiency for order pickers
  - Assist order pickers by putting away bulky material and pulling stock down from tall racks
- Monitor and manage material queue dashboard list
- Ensure all inventory movement is accurately recorded in company system
- Assist with warehouse inventory control duties, as needed
- Maintain fork trucks, pallet jackets, or industrial trucks, including conducting and recording daily inspection
- Ensure safety and efficiency by checking the warehouse floor for cleanliness and organization
- Follow all company policies, complete all safety training required, report any unsafe work practices and concerns to the manager
- Other tasks as assigned by manager

### **Education & Experience:**

- In possession of a high school diploma or equivalent
- 2-5 years' experience of working in a warehouse or distribution center
- At least 1-2 years' experience in a leadership role
- Experience in ERP environment
- In possession of forklift certification (preferred)

**Required Skills & Abilities:**

- Well-versed in utilizing computer software programs
- Attention to detail
- Organized
- Works well with deadlines
- Good math and analytical skills
- Adapts well to change
- Desire for clean and safe work environment

**Physical Requirements:**

- Ability to lift up to 50 lbs. often
- Ability to stand for long periods of time
- Must be able to walk the warehouse floor on a regular basis
- Own ASTM-approved steel-toed shoes to be worn at all times

**Perks:**

- Opportunities for growth and advancement within the company
- Health, Dental, Vision, Life and AD&D, and Voluntary insurance coverages
- Wellness program
- \$500 referral bonus
- 401(k) match

TECTRAN is an equal opportunity employer. We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.