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# Job Description



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## Material Handler

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**Reports To:** Materials Supervisor  
**FLSA Status:** Non-Exempt  
**HRB Title:** Material Handler  
**Date Revised:** October 2020  
**Division:** Americas  
**Location:** University Park, IL

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### Summary

Perform duties to receive, store, fill orders and move a wide variety of raw materials, components parts and finished goods following standard routines.

### Essential Functions and Responsibilities

Work from blueprints, packing slips, purchase orders, requisitions, pick cards, transaction cards, computer sheets and verbal instructions to:

- Rotate between all department workstations on a regular basis to meet operating requirements.
- Receive incoming commodities such as but not limited to steel/aluminum bar stock, and tubing, component parts, equipment, printed materials and supplies.
- Check/weigh count for proper items, quantities and overall conditions notating discrepancies.
- Place raw materials, component parts and finished goods in warehouse storage locations.
- Pick orders for a wide variety of raw materials, manufactured/purchased parts and finished goods, selecting measuring/weigh/counting items from storage locations.
- Route/move raw materials, component parts, and finished goods to and from plant departments/warehouse locations.
- Prepare the required paperwork and make adjustments to the computer database for inventory transactions.
- Load and unload trucks.
- Return saleable components and products to storage locations/inventory.
- Assist Purchasing and Accounting with various inventories related matters.
- Train other employees when requested by supervisor.
- Performs additional duties are requested or required as necessary to obtain Company goals and objectives.

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# Job Description



## Qualifications

### Education and Experience

- High school degree or GED
- CRT experience
- Receiving experience
- Lift truck experience
- Ability to operate crane
- Inventory experience
- Able to work overtime and Saturdays

### Skills and Competencies

1. Demonstrated superior verbal and written communication skills
2. Excellent problem-solving skills
3. Demonstrated ability to multi-task and deal with competing priorities, Self-discipline
4. Able to work in a team

### Code of Ethics

IMI requires the highest standard of ethics in all business dealings, with customers, suppliers, advisors, employees and the authorities. The job-holder shall actively ensure that his/her own activities and those of all employees within the Business Unit meet this obligation. IMI's critical standards and procedures related to expected conduct are detailed on our code of responsible business called *The IMI Way*. The job holder is expected to be familiar with these policies and ensure that they are implemented in all areas of control. The code can be obtained online at <http://www.imiplc.com/responsibility/codeofbusiness.asp>.

### Work Place Safety

The incumbent is responsible for the Health, Safety, and Welfare of themselves, the environment and other people. The incumbent must comply with all relevant HS&E training and instructions, help to maintain a 'safe' & 'clean' working environment, and use & keep clean any Personal Protective Equipment (PPE) provided by the company.

The incumbent must report any accidents, incidents, and near misses to supervisor or manager and must bring any dangerous/potentially dangerous situations/practices to the attention of supervisor/manager and affected others.

### Changes to this Job Description

The Company may amend this job description in whole or part, at any time, without notice.

### Where to apply

Send resumes to: Sandra. Martinez @imi-precision.com or call us at 708-534-8544. You can also apply at Bimba Manufacturing 25150 S. Governors Hwy, University Park, IL