

# Material Distribution Handler: Sr. Material Distribution Handler

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Performs a combination of manual and clerical shipping and/or receiving duties which may require the use of hand trucks, forklifts and other devices, as well as computers to maintain data. Receives incoming materials or prepares materials for shipment. Verifies quantity, weight and conformance of materials; prepares records of materials shipped and bills of lading; routes materials to destinations. May lay out, fabricate and assemble nonstandard shipping crates and boxes and prepare parts and tooling for special shipment.

## **Knowledge**

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

## **Supervision Received**

Minimal supervision. Work may be done without established procedures.

## **Consequence of Errors**

Errors are very difficult to detect and would normally require significant expenditures to resolve.

## **Contacts**

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

## **Work Products (Examples may include but are not limited to)**

Labeling equipment, computers and ovens.

## **Minimum Education and Experience**

High school diploma with 7+ years of direct related experience.