

# Material Handling Management

Supervises employees who use a variety of equipment such as forklifts, conveyers, cranes, hand carts, and power trucks to move materials, parts, assemblies, and finished products or goods within a plant, office, or warehouse. Oversees the processing, packaging, and storage of supplies, materials, and equipment. May assist in selecting appropriate containers and wrapping methods for materials to be shipped or stored. Coordinates with engineers, shippers, carton manufacturers, and carpenters for special crating and packing requirements. Supervises employees who maintain records and check invoices/bills of lading. Directs and reviews all activities required to prepare goods for shipment. Ensures the timely receipt and delivery of goods received to the correct destination in the facility. Supervises all clerical functions associated with the Shipping and Receiving Department. Directs all phases of Assembly Stockroom functions, establishing policies and procedures to implement within the guidelines authorized.

Level 1		Level 2		Level 3		Level 4	
Supervisor, Material Handling		Associate Manager, Material Handling		Manager, Material Handling		Sr. Manager, Material Handling	
Management Role	Accomplishes tasks mainly through direct supervision of non-exempt and entry level exempt employees.	Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.	Accomplishes results through subordinate supervisors, or exempt specialist employees.	Generally accomplishes results through lower management levels.			
Policy and Strategy	Directs daily operations of work area.	Administers and executes policies, processes, and procedures that affect subordinate employees and the workflow of the work area.	Interprets and administers policies, processes, and procedures that may affect sections and subordinate work areas.	Establishes operating policies and procedures that affect departments and subordinate sections and work area. Interprets company-wide policies and procedures. Develops budgets, schedules, and performance standards.			
Freedom to Act	Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.	Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.	Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.	Assignments are objective oriented. Work is reviewed in terms of meeting the organization's objectives and timelines.			
Impact	Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.	Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.	Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources, and funds.	Decisions have an extended impact on work processes and outcomes. Erroneous decisions result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources, and funds; and jeopardize future business activity.			
Liaison	Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.	Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.	Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.	Interacts frequently with internal and external management and senior level customer representatives concerning projects, operational decisions, scheduling requirements, and/or contractual clarifications. Leads briefings and technical meetings for internal and external representatives.			

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	Supervisor, Material Handling	Associate Manager, Material Handling	Manager, Material Handling	Sr. Manager, Material Handling
<b>Operations Involvement/Direct Work Involvement</b>	Monitors work operations on a daily basis and actively assists, or provides direction to subordinates as required. May perform, especially in staff or professional groups, ongoing tasks of organizational units. Supervises all functions related to shipping and receiving of all goods and equipment entering and leaving assigned locations. Directs and reviews all activities required to prepare goods for shipment. Ensures the timely receipt and delivery of goods received to the correct destination in the facility. Supervises all clerical functions associated with the Shipping and Receiving Department. Establishes, maintains, and supervises an effective Assembly Stockroom organization for the efficient operation of all assigned responsibilities, including the receipt, storage, kitting, issuance, and maintenance of inventory records for the Assembly Stockroom. Determines organizational structure, budget requirements, controls and manpower needs to meet Assembly Stockroom Department's objectives in a timely and cost effective manner.	Functions as advisor on all projects and tasks assigned to the organizational units under supervision. Becomes actively involved only when subordinate supervisor or staff members require assistance to meet established schedules or to resolve complex technical or operational problems. Supervises all functions related to shipping and receiving of all goods and equipment entering and leaving assigned locations. Directs and reviews all activities required to prepare goods for shipment. Ensures the timely receipt and delivery of goods received to the correct destination in the facility. Supervises all clerical functions associated with the Shipping and Receiving Department. Establishes, maintains, and supervises an effective Assembly Stockroom organization for the efficient operation of all assigned responsibilities, including the receipt, storage, kitting, issuance, and maintenance of inventory records for the Assembly Stockroom. Determines organizational structure, budget requirements, controls and manpower needs to meet Assembly Stockroom Department's objectives in a timely and cost effective manner.	Responsible for all projects assigned to the organizational units. Acts as an advisor to all subordinate supervisors or staff members to help meet established schedules or resolve technical or operational problems. Directly participates in establishing and administering many centralized functional projects. Submits and administers budget schedules and performance standards.	Responsible for the successful operation of activities of major significance to the organization. Rarely becomes involved in the complexities of day-to-day operational problems. Is more concerned to see that overall budget schedules and performance standards are realistically set and attained.
<b>Minimum Education and Experience</b>	High school graduate, college graduate preferred. 3 years of professional experience in Material Handling, Stockroom, Inventory Control, or Shipping and Receiving areas.	High school graduate, college graduate preferred. 4+ years of professional experience in Material Handling, Stockroom, Inventory Control, or Shipping and Receiving areas.	Bachelor's Degree in Finance, Business or related field and 7+ years of diverse professional experience in all areas of Finance which may include 5+ years managing respective area.	Bachelor's Degree in Finance, Business or related field and 10+ years of diverse professional experience in all areas of Finance to include 5-7+ years managing respective areas.