
Job Description

Materials Handler/ Forklift Operator

KING Electric is a leading manufacturer of residential and commercial electric heaters located in south Seattle with 180,000 sq ft of manufacturing and warehouse space. We have been in business since 1958 and are seeing tremendous growth. We are seeking creative thinkers and passionate drivers who want to play key roles in the future of our company as we create systems and processes to support our future.

We are currently seeking a skilled and detail-oriented person to join our warehouse team. The warehouse includes wireless scanning technology and software. This position works in a team environment with other materials handlers.

This role has primary responsibility for ensuring components are delivered to our work centers and fabricated components are moved throughout the plant timely and accurately. This role will also play a role in our periodic physical counts.

Position Responsibilities:

- Work in our ERP making systematic transfers when product moves from one department to another
- Pick and deliver required components to assembly for finished good assembly using a forklift or other powered equipment
- Deliver assembled product from staging to shipping warehouse using a forklift or other powered equipment
- Maintain accurate inventories of all products by ensuring that all inventory movements on the floor are correctly entered into our warehouse management and accounting system
- Complete inventory cycle counts
- Maintain a clean and organized work environment.
- Keep all products rotated and properly identified with description and code numbers.
- Occasionally assist with truck or UPS receipts for purchasing, confirming shipment, PO, processing paperwork and putting product away with scanning system, or delivering to correct departments

Knowledge, Skills, and Abilities

- Basic knowledge of ERP required
- Basic math and reading skills required.
- Must be able to occasionally lift and/or move up to 70 lbs.
- Ability to communicate and work in a fast-paced, team-oriented atmosphere.
- Ability to work with minimal supervision.

- Forklift, stand up forklift, and Riding Pallet Jack experience a must.

Education and Experience

- At least 1 year of warehouse and factory experience

- High school Diploma or equivalent.

This job description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

We are an Equal Opportunity Employer. We will consider applicants for this position without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, sexual orientation, veteran status or uniformed service member status.

King Electrical is a drug free workplace.

Job Type: Full-time