

Materials Handler

King Electrical Manufacturing Company

About the company:

We are a leading North American manufacturer of residential and commercial electric heating solutions located in south Seattle. From humble beginnings in 1958 to a professionally run company, we continue to expand our business by strategically sourcing components and material from around the world and selling our products throughout North America. As we continue to grow, we need team members who want to play key roles in our future.

About the role:

This position works in a team environment with other materials handlers and the shipping department and is responsible for receiving purchased and fabricated components, placing them in designated rack locations and maintaining an inventory. Movement of material is crucial in our ability to manufacture goods. High attention to detail is required and important to perform transactions in our warehouse inventory system Warehouse Management System. This role will also play a role in our periodic physical and cycle counts to correct and ensure inventory accuracy. **Hours:** 7:30 AM – 4:00 PM. Position may require standing for 8 hours

Position Responsibilities:

- Be flexible, rotating to different areas as needed
- Follow standard work instructions and give feedback on process improvements
- Active engagement in continuous improvement efforts
- Maintain high attention to detail to ensure quality
- Treat all material and products with care from screws to final packaging
- Safely move and place required items using a forklift or other powered equipment
- Work within WMS to perform systematic transfers
- 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 and shipping, confirming shipment, PO, processing paperwork and putting product away with scanning system, or delivering to correct departments

Knowledge, Skills, and Abilities

- Basic knowledge of warehouse management system (WMS) 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/or Riding Pallet Jack experience
- Ability to multi-task, work with sense of urgency, meet tight deadlines, and work overtime as needed
- Authorized to work in the U.S.
- Must be willing to submit to a pre-employment drug and background check
- Must be able to understand basic written/verbal instructions in English
- Have reliable transportation to ensure start of shift timeliness

Education and Experience

- At least 1 year of warehouse experience

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- Factory environment experience preferred
- High school Diploma or equivalent

General Disclosures:

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