



# Sioux Manufacturing Corp.

## Job Posting

### Job Announcement

Job Title: Materials Handler/Packer  
Shift: Day shift  
Posting Date: 8/23/19

Department: 52-Materials  
Grade/Level: \$11.00-\$15.00  
Posting Deadline: 9/6/19

#### QUALIFICATIONS:

- High School diploma or equivalent
- Must have a valid ND Driver's License or working towards one.
- Must be able to obtain a fork lift license.
- Must attain Hazardous Material certificate.

#### SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Material Handler moves and issues materials to the requesting department(s) for all production materials and supplies.
- Load and unload trailers, load and unload storage racks and deliver material to the designated areas.
- Receives incoming materials against SMC's purchase orders and inspects shipments for damage and/or shortages to ensure inventory accuracy. Must verify material received is what was ordered on Purchase Order(s) and matches what is on packing list and Certificate of Conformance (if applicable).
- Operate fork lifts and maintain fork lift license.
- Responsible for receiving paperwork functions relating to the purchase orders and issuing paperwork transactions for manufacturing work orders.
- Prepare material for shipment that require packaging and ensure that the shipment matches the packing list, and is tendered to the carrier in an acceptable manner.
- Take periodic inventories and assist with Year-end fiscal inventory.
- Keep a neat and orderly warehouse to ensure inventory accuracy.
- Responsible for issuing department supplies to appropriate departments on a daily basis.
- Responsible for documenting date, time of issue and time of return on QF-009, Temperature Sensitive Material Log. Periodically check fork lift battery for water.
- Assist with other departmental operations and projects as required.
- Additional duties assigned by supervisor.

This position has become available at Sioux Manufacturing Corporation. Applications can be picked up at 1115 Dakotah Drive Fort Totten, ND or printed from company website [www.siouxmanufacturing.com](http://www.siouxmanufacturing.com) A complete application must be submitted by the posting deadline in person or by fax: (701)766-4089

***NOTE: Sioux Manufacturing Corporation takes pride in its accomplishment in meeting its responsibilities and obligations regarding equal opportunity employment and gives its wholehearted support to the principle of equal employment opportunity.***