



MFP Automation Engineering
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Hudsonville, MI 49426
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September 21, 2020

Title: Warehouse – Shipping/Receiving Material Handler

Status: Full Time exempt/non-exempt

Department: Warehouse

Reports to: Warehouse Team Lead

Purpose of the Position: The Warehouse Team Member provides overall support to the warehouse, sub-teams, and is responsible for, in conjunction with the Warehouse Team Leader. The Warehouse Team Member is responsible for all tasks involved in the receiving, storage, and shipment of items received from suppliers or the production shop.

Job Responsibilities:

- Consistently communicate and model MFP's vision and goals
- Maintain a positive work environment, and attitude which sustains an exceptionally high level of Team morale
- Complete daily tasks based on employee knowledge, experience, and discussion with WTL
- Act as a warehouse point of contact for all shipping & receiving activities, in conjunction with the WTL.
- Package finished goods accurately and neatly
- Load, wrap, and band pallets for shipping
- Assist in loading and unloading of vehicles driven by couriers and/or freight drivers
- Maintain cleanliness of inventory area and equipment
- Identify errors and report them to the appropriate department
- Read packing lists and other forms used by major freight carriers to ensure accuracy
- Inspect received items for accurate count, description, and labeling
- Perform physical inventory counts and/or cycle counts as needed
- Arrange LTL pick-up by customer specified carriers
- Operate Pallet Jack, Fork Lift, Company Vehicles
- Perform related duties as needed by supervision
- Make recommendations for process improvement

Qualifications: High school diploma preferred.

Critical Competencies: Ability to coordinate and complete tasks to meet customer demand for specifications and delivery.

Specialized Knowledges, License, etc.: The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Familiarity with all materials stocked and products produced
- Time management: the ability to organize and manage multiple tasks
- Excellent interpersonal and communication skills
- Ability to sit, stand, walk, or lift for long periods of time
- Ability to work as part of a team
- Have knowledge of Excel, Word, and Outlook
- Ability to learn and use the UPS Worldship and FedEx programs
- Familiarity with FedEx, R&L, freight trucks, and UPS shipping procedures
- Ability to become a licensed forklift truck operator (training will be provided)

Supervisory Responsibility: None

Working Conditions:

- Combination of shop and office environments
- Walking primarily on a level surface for periods throughout the day
- Reaching above shoulder height and/or below the waist
- Lifting heavy objects up to 65 lbs
- Exposure to the manufacturing area where personal protective equipment may be required
- Ambient room temperatures and lighting as found in a typical manufacturing environment
- Exposure to shop elements such as noise, dust, and odors

If interested email resume and cover letter to Chelsea Nelson at:

cnelson@mifp.com