

## **Material Handler – La Palma, CA.**

Work in the exciting Power Sports arena with **Progressive Suspension as a Material Handler**. We are currently seeking two (2) enthusiastic individuals to support the Material and Production Department. Your position will require you to work closely with the Operations Manager in order to execute daily material replenishment goals. You'll work on a variety of tasks in a fast continuously fast paced **environment**.

### **Material Handler - Grade 1**

#### **Skills and Requirements:**

- Run Daily Replenishment Report.
- Pull and deliver component inventory to and from the shelves.
- Kit issue work orders thru ERP System.
- Un-pack components and replenish Kan Ban's. Dexterity is a plus.
- Maintain inventory integrity (bin transfers) thru scan gun system.

### **Material Handler - Grade 2**

#### **Skills and Requirements (in addition to grade 1):**

- Be a part of special warehouse projects.
- Conduct Cycle Counts.
- Assist Shipping and Receiving.

#### **Qualifications:**

- Motivated, "Hands on", pro-active, person capable of working in a **team** atmosphere.
- Requires Attention to detail.
- Minimum 2-3 years experience as a material handler in a fast paced working environment.
- Must be able to drive an Order Picker, Fork Lift and Hyster. OSHA certified is a plus.
- Basic computer skills. Be able to navigate thru Syspro ERP System (or equivalent) is a plus.
- Good communication skills. **Must** be able to work in a **team** environment.
- Physical fitness is essential. Must be able to lift up to 50 lbs.

- ❖ **PHYSICAL DEMANDS/ WORK ENVIRONMENT:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ❖ Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or Lifting as required filing documents or store materials throughout the workday. Proper lifting techniques required. May include lifting up to 25 pounds for files, computer printouts on occasion.
- ❖ The performance of this position may occasionally require exposure to the manufacturing areas where the use of personal protective equipment such as safety glasses with side shields and mandatory hearing protection is required. Primary environment: ambient room temperatures, environment. lighting and traditional office equipment as found in a typical office

Please submit cover letter along with resume to [hr@progressivesuspension.com](mailto:hr@progressivesuspension.com). NO PHONE CALLS PLEASE!

Salary: Depending on Experience

Benefits: Full Benefit Package after 90 days