

Flash4's goal has always been to create a company with strong morals and caring employees that serve our customers and community. This has transpired into a family focused environment where everyone is treated as an extension of our family.



CORE VALUES

Trust • Loyalty • Family Focused • Strong Morals • Lasting Relationships
Commitment to Serving Customers and Community

MATERIAL HANDLER

Flash 4 is a family owned, supply chain solutions manufacturer located in Black River Falls, WI. Our goal has always been to create a company with strong morals and caring employees that serve our customers and community. This has transpired into a family focused environment where everyone is treated as an extension of our family. Flash4 has been delivering results since 1998.

POSITION OVERVIEW:

The Material Handler is responsible for assisting the Lead Material Handler in the managing, movement, storage, and tracking of materials within our three facilities to ensure efficient operations. This role involves the safe handling of materials, maintaining inventory accuracy, and supporting various teams to meet deadlines and quality standards.

ESSENTIAL FUNCTIONS:

Optimal Production and Quality Assurance Innovations

- Receive, inspect, and verify incoming shipments of raw materials and supplies.
- Transport materials to appropriate locations or directly to production using a company box truck, forklifts, pallet jacks, or other equipment.
- Maintain organized and accurate inventory records, conduct regular cycle counts, and report discrepancies.
- Coordinate with production teams to ensure timely delivery of materials for manufacturing processes.
- Assist Operations in maximizing operational efficiencies with duties such as: staging jobs, assisting in machine setup, and refilling press materials as necessary.
- Assist other departments in miscellaneous tasks such as: tracking finished goods for status, pulling rolls off label press, or preparing shipments for pickup in shipping.
- Follow established safety guidelines and procedures while handling materials.

Safety and Compliance

- Takes a safety-first approach in ALL functions. Perform assigned safety inspections to ensure OSHA compliance.
- Our Material Handlers must adhere to all Flash4 safety rules, procedures, and guidelines.
- Maintain the work area and equipment in a clean, orderly condition and follow the prescribed safety regulations.
- Monitor and inspect material handling equipment and coordinate maintenance or repairs as needed with Maintenance
- Use of different type of tools and equipment: pallet jacks, measuring devices, various hand tools, dial indicators and compactors. Also, may be required to operate powered industrial trucks with proper certifications and permissions.

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MATERIAL HANDLER CON'T

Managing Efficiencies and Productivity

- The ideal candidate should be a self-starter who can work independently and remain productive at all times along with possessing self-motivation to identify upcoming tasks and set job ticket priorities for the shift.
- Daily contact with co-workers, management, third party vendors and customers requiring courtesy, discretion and sound judgment. Understand they are a representative of the employer.
- Assist with material waste removal to maintain a clean and efficient work environment among all three facilities.

Required Knowledge, Skills, and Abilities include:

- Proficiency in operating forklifts and other material handling equipment (Flash4 will authorize you).
- Problem-solving and ability to prioritize tasks based on company needs.
- Ability to read and interpret documents, including safety rules, operating instructions, and quality manuals.
- Strong mathematical skills, including addition, subtraction, multiplication, and division.
- Basic computer skills and familiarity with inventory management systems.
- Must be able to work in a manufacturing environment with fluctuating temperatures and noise levels.
- Ability and desire to work in a physically demanding role. Safely lifting up to 50+ pounds at a time, be on one's feet.
- This is a physical role. The ability to move around heavy materials with ease
- Standing, walking, or bending for extended periods.
- Must be able to read and understand job tickets after proper training.

EDUCATION AND EXPERIENCE

- High school graduate or General Education Degree (GED).
- Valid Driver's License
- Prior experience preferred, but not required.

GENERAL INFORMATION

- This is a full-time position with general working hours Monday-Friday 8:00 AM-4:30 PM
- Hourly pay based on experience plus performance incentives.

BENEFITS

As a Flash4 employee, you earn more than just a paycheck, you earn a comprehensive package of benefits as well. Total compensation includes your pay (base salary), a newly upgraded medical/dental program, employer paid life insurance, a generous paid time off program, an employer matched retirement savings plan, and paid holidays. New in 2024: We even offer employees an additional paid holiday off- their Birthday!

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the Flash4. For more information, to schedule a facility tour or to apply please contact Jessica Rockwell at jrockwell@flash4.com or 715-299-9250 (ext. 110).

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