DIESEL FORWARD

Job Title:	Material Handling Specialist	**Exemption Status:**	Non-Exempt/Hourly
Department:	Operations	**Position Level:**	Staff
Reports To:	Senior Logistics Manager	**Travel Required:**	None – 0%
Position Status:	Full-Time	**Location of Job:**	Windsor

Company Overview

Diesel Forward, Inc. specializes in Service, Remanufacturing, and Distribution of parts and components for diesel-powered vehicles and equipment. Our goals are to provide first-class customer service, grow profits, invest for the future of the business, proactively manage all relationships, and provide an excellent work environment for our employees.

Job Summary

This position is responsible for performing core processing functions to assure the correct and efficient flow of core product for both incoming and outgoing shipments.

Key Departmental Responsibilities

- Receive core shipments from vendors and customers, while verifying correct part numbers and quantities shipped. Unpack and stock material in correct locations.
- Organize and package cores for vendor returns assuring correct item number and quantity; package returns in a manner that will minimize damage during shipment; process orders using the delivery method required. Ensure this process takes place in a timely manner.
- Assist with receiving and verifying inventory as needed.
- Transport product between Windsor facilities as needed.
- Assist warehouse personnel in securing warehouse contents against loss.
- Ensure personal safety and the safety of others by following OSHA mandated requirements; inform the Material Handling Team Leader of any dangerous behaviors in the workplace.
- Operate in conformance with the requirements of the Diesel Forward quality management system.
- Assist other employees both in and out of the department.
- Provide feedback on system needs/changes.
- Perform other related duties and assignments as required.

Performance Factors

All Diesel Forward employees shall exhibit the following:

1. **Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.

2. **Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.

3. **Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.

6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

Skills & Qualifications

High school diploma or equivalent. Forklift operator certification (training provided on-site if needed). Customer service oriented. Well organized. Detail oriented. Solid math skills. Must have the ability to lift up to fifty pounds on a regular basis and up to one hundred pounds occasionally.

Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	07/31/12	--	Authored for ISO 9001:2008 compliance.
B	03/03/14	--	Revised reporting relationship.
C	11/30/2017	--	Updated job description.