

LTC ROLL AND ENGINEERING – JOB OPENING DESCRIPTION

JOB TITLE:

Shipping and Receiving Material Handler – Backup

DEPARTMENT:

Warehouse

JOB QUALIFICATIONS

Must have experience as a licensed hi-lo driver.

PREFERRED EDUCATION: High School /O.J.T.

SPECIALIZED TRAINING:

Familiar with LTC parts – identify by sight

AIM Software – shipping and receiving

Proficient in use of calipers (measuring device)

JOB DESCRIPTION / RESPONSIBILITIES / DUTIES:

Shipping and receiving dock:

Load and unload trucks; label products with barcode system using AIM system; check and approve/reject incoming raw material and enter into appropriate log. Manage delivery/pick up schedule and issues relevant to drivers. Deliver raw material to the appropriate lines while exercising FIFO inventory rotation. Be familiar with min/max inventory control system of finished goods. Prepare containers according to customer specific requirements for staging and shipping while exercising FIFO inventory control system.

Production floor:

Operation of production equipment to include, but not limited to, roll mills, servo Welder, presses and benders.

This position and corresponding responsibilities will be divided among shipping and receiving dock and the production floor as determined by the building superintendent.

Please submit your resume to James Priestley, Inventory Manager – jpriestley@ltcroll.com.

Or you can fill out an application on our website: www.ltcroll.com.