

JOB OPENINGS

MATERIAL HANDLER

KUSTOM MACHINE INC.

501 S 4TH ST

OAKES, ND 58474

701-742-3188

LMPTACEK@KUSTOMMACHINE.NET

WWW.KUSTOMMACHINE.NET



Full-Time Position
Shift: Mon – Fri
7:00a – 5:00p

Kustom Machine is seeking a self-motivated, efficient, and detail-orientated material handler to join our team. As a material handler your primary responsibilities will be loading and unloading trucks, verify that the order is correct along with all associated paperwork, maintaining materials and supplies so they are easily located and pulled for production orders, moving in-process product through the different departments, and preparing finished product for shipment.

In this role, you will generally work 8-9 hour shifts, though longer shifts may occur from time to time. Effective communication is essential as you work with all departments, interacting with coworkers, department leads, office admin and customers. The ideal candidate will be safety focused, detail-orientated and capable of scheduling, prioritizing, and making the most efficient use of both time and materials, as well as any other tasks as assigned

- Maintains inventory by identifying, labeling, and placing materials and supplies in a recorded location of inventory.
- Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.
- Maintains in-process inventory.
- Prepares finished product for shipment by identifying, pulling, packing, crating, loading, and securing product as needed.
- Accurately documents shipping and receiving by properly recording units shipped and/or received, then reports counts to the office in a timely manner.
- Maintains material-handling equipment.
- Ability to work with minimal supervision, produce accurate output and meet deadlines.
- Unloading, loading, and securing material for company and non-company carriers with proper weight distribution.
- Takes responsibility for job being performed.
- Maintains good attitude about job and work responsibilities.
- Abides by shop policies and standards set by management.
- Actively participates in shop housekeeping such as: putting away tools, sweep floors, put away material, supplies, etc. on a daily basis.