



Material Handler

We are seeking **Material Handlers** for our lumber yard and warehouse to join Crosslin Building Supply team. We are a family-owned company that has valued our employees since 1933. This is a full-time position, available to receive benefits after 60 days of successful employment. This position is responsible for handling materials delivered to Crosslin and will perform receiving and distribution-related functions. The **Material Handlers** sort, move, manage materials, document deliveries, pull and verify materials on orders. They also inspect and maintain equipment and vehicles, reports repair needs, shortages and claims to Supervisor/Dispatch.

Responsibilities:

- Assist in receiving, loading and unloading, sorting and storing of materials
- Pull material to fulfill orders properly to build loads for shipping
- Perform daily required equipment maintenance inspection checks and report any malfunction to Supervisor
- Ensure equipment is clean and in good working condition
- Operate forklift inside warehouse and outside on lumberyard
- Perform work in a professional, safe, courteous manner
- Follow process and ensure load pulls match order prior to passing on order for audit
- Provide excellent customer service while waiting on customers, unloading and loading.
- Protect company assets such as trucks and forklifts; must always act in a safe and professional manner.
- Maintain a safe, clean and well-organized lumber yard
- Any other duties as assigned

Requirements:

- High School Diploma or GED REQUIRED
- Non-CDL Material Handler must maintain non-expired driver's license and personal insurance.
- CDL Driver must maintain non-expired driver's license, personal insurance, and an active medical card.

Other Skills & Experience:

- Relevant work experience REQUIRED
- Ability to communicate and engage with people from various cultures and backgrounds.
- Interact with customers and fellow employees in a professional and courteous manner.
- Great attention to detail
- Ability to operate material handling equipment: forklifts and truck mounted Moffett forklifts, based on non-CDL and CDL driver positions.

Physical Demands:

- Ability to stand for up to 4 hours at a time, and lift up to 75 pounds
- Ability to reach over-head to grasp materials, bend, stoop, or squat to the floor on a regular basis
- Manual dexterity
- Perform duties in all weather conditions

Attendance:

Good attendance is required. Normal Monday – Friday schedules with available overtime. Limited weekend hours may be required from time to time.