

***BRODART COMPANY***  
**IS ACCEPTING APPLICATIONS FOR:**

**POSITION:** MATERIAL HANDLER  
**DEPARTMENT:** 0404 – SUPPLIES WAREHOUSE  
**FACILITY:** 100 N. ROAD - MCELHATTAN

**JOB DESCRIPTION:**

- Check incoming product against receiving documents to insure correct quality, quantity, and type of material that has been received.
- Stock materials in appropriate areas and locations by catalog number.
- Pull proper material to fill customer orders insuring correct quality, quantity, and type is pulled.
- Maintain and organize orders being held to ship complete to our customers by using our inventory management system and Excel spreadsheets.
- Pack orders for shipment in appropriate containers to insure product quality and guard against damage.
- Maintain a safe, clean and organized work area.

**REQUIREMENTS:**

- High School Diploma or equivalent
- Basic math skills and the ability to use a calculator
- Ability to read and understand paperwork
- Able to use a PC with some Word and Excel experience
- Ability to lift up to 75 lbs.

**WORK HOURS:**

- 8:00 A.M. - 4:30 P.M.
- MONDAY THRU FRIDAY

**BRODART COMPANY IS AN EEO/AAP AND ADA EMPLOYER**

Req: 2012-033  
Date Posted: 3/19/2012