



Materials Handler

Who we are: Laser Technology Inc. (LTI) www.lasertech.com is a company devoted to the design and manufacture of innovative laser-based speed and distance measurement instruments, using ISO compliant and continuous improvement techniques. We maintain an intense focus on providing laser measurement technologies which address real world needs and applications, including speed enforcement, accident investigation, forestry, mining, utilities, and surveying, to name just a few.

Who we need: We are looking for a motivated team player to join our Operations Team as a **Materials Handler**.

What you will do: This person is responsible for picking and packing customer orders and processing bills of landings, pulling work order kits and maintaining the warehouse in accordance to our standard operating procedures (SOPs) by performing the following duties:

- Pick customer orders accurately and efficiently, pack and stage according to routing requirements.
- Enter data into shipping system and create bills of lading/commercial invoice.
- Update MRP System to reflect shipments.
- Examining incoming and outgoing shipment contents and comparing with records, (such as manifests, packing lists, invoices or sales orders) to verify accuracy.
- Count, weigh or measure parts to ensure receiving or order accuracy.
- Receive inventory, verify the number of items delivered and input quantity in MRP System.
- Prepare work order kits either in the order in which the paperwork was placed in file or according to verbal direction provided by the Inventory Manager.
- Help in stocking and documentation of locations for inventory control.
- Operate company equipment in a safe manner at all times and notify supervisor of any hazards or equipment malfunctions.
- Assist in the organization of the warehouse.
- This position will also be responsible for filling in as necessary in inventory control, assembly and shipping and receiving.
- Other duties as assigned.

What you need: Qualified individuals will have:

- Ability to read and understand shipping documents, pick lists, packing lists, etc.
- Experience with FedEx and UPS shipping systems required.
- Excellent interpersonal and communication skills (spoken and written)
- Computer literacy and at ease with current technologies such as MS Office applications.
- ERP system experience with Oracle system knowledge preferred.
- Possess good organizational and time management skills.
- Excellent interpersonal and communication skills (spoken and written)



- Computer literacy and at ease with current technologies such as MS Office applications.
- 2 years of inventory control experience preferred.
- Must be able to lift 30 pounds regularly.
- Standing for prolonged periods of time as well as reaching, bending and carrying.
- Possess good organizational and time management skills.

paid medical, dental, life, disability, and 401k with a match, and more. The pay for this position has a minimum of \$18.50 per hour. The actual pay rate offer may be higher as we carefully consider a wide range of factors, including your skills, qualifications, experience, and location. Also, certain positions are eligible for additional forms of compensation such as bonuses.

How to apply: Qualified candidates please forward resumes to lpowles@lasertech.com. Please reference job **req # 41825W** in the subject line. No agencies or headhunters please.

Laser Technology, Inc. is proud to be an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, ancestry, marital or veteran status.