



Job description for: Material Coordinator

All Flex Solutions is a leading provider of specialty flex and rigid flex circuits, flexible heaters, and value-added assemblies for mission and life critical applications. All Flex products can be found in many applications and markets, including medical, defense, aerospace, semiconductor, industrial, and telecommunications. Learn more at AllFlexInc.com.

The Material Clerk will ensure customer satisfaction by properly packaging products. This individual also ensures all incoming items are accounted for, sorted through and distributed to the appropriate departments. The Shipping and Receiving Clerk reports to the Expeditor (Northfield) or the Plant Manager (Bloomington).

Responsibilities and Duties

a. Incoming Materials/Receiving

- i. Packages are sorted through and distributed to appropriate departments
- ii. Operation of forklift when pallets arrive on dock
- iii. Receipt of materials processed through ERP system

b. Packaging Outgoing Orders

- Directions on route sheet must be followed to assure parts will not be damaged in transit
- Use of gloves, heat sealer and vacuum sealer are required
- Parts are individually counted or weighed and packaged with lot integrity in mind
- Processing orders through ERP system and working with customer service/quality when required
- Processing orders through UPS/Fed Ex/DHL programs as required
- Understand SED/International Paperwork Requirements
- Ensuring appropriate amount of packaging supplies are on hand at all times
- Filing Engineering Files/Stock/Route Sheets when required
- Responsible for maintaining a clean and organized dock area

Requirements



- Working knowledge of manufacturing and production company's concepts and applications
- Forklift certification required
- High school diploma or general education degree (GED) required
- Ability to lift up to 40lbs
- Minimum 3 years experience in shipping/receiving
- Detail oriented, ability to organize information and track multiple priorities
- Ability to use computer for order entry and correspondence.
- Reliable attendance