



Position Description

Material Handler

Print Name: _____

Company Profile - NPS was founded in 1996 in Green Bay, Wisconsin. As a corporation, we are committed to providing high-quality products, responsive service and exceptional value. With multiple locations across the United States, NPS makes towel and tissue products for the Away from Home markets and specialty nonwovens focused on the industrial spill control market. We utilize state-of-the-art equipment to manufacture not only the best products in the industry, but also to ensure delivery of the products you need - when and where you need them.

Position Location – Work place will be located at Spirit Way facility.

Reporting Relationship - Reports directly to the Production Supervisor.

Job Overview – To provide accurate product needed for each machine and transport and stage all Finished Goods from the machine to the appropriate staging area. This position will work simultaneously within the warehouse (shipping/receiving/transportation) team and will be cross-trained to assist when needed. Focus on cleanliness throughout the selecting shift, keeping the dock, selecting aisles, and walk ways clear and free of debris at all times is critical.

General Responsibilities:

- Perform daily duties pertaining to Lift Truck Safety Check Lists.
- Primary responsibility is to supply the converting machines with necessary raw materials and packaging materials, while taking away finished production and inventorying of finished production
- Monitor the warehouse equipment and report maintenance problems to the Logistics & Warehouse Manager and Maintenance Personnel.
- Re-slot and consolidate warehouse inventory as needed while maintaining inventory integrity and accuracy.
- Maintain a safe, clean, and organized warehouse.
- Communicate any unsafe, improperly maintained, or nonconforming issues in a timely manner.

- Conduct cycle counts/recounts as assigned by Warehouse Coordinator.
- All other tasks as assigned

Requirements for Success:

- Lead/motivate by positive example, exhibiting a can-do attitude
- Actively support company initiatives through words and actions
- Personally comply with the policies set forth in the NPS Handbook
- From time to time, may be required to stay beyond their shift (with very little notice) to resolve process issues, or participate in team problem solving
- Flexibility for nonstandard work hours – flexible with own shifts and work hours
- Must be proficient in reading and writing English
- Ability to multi-task and interact with internal and external customers
- Maintain inventory accuracy throughout assigned task(s)
- Have the physical ability to perform manual labor, which may include:
 - Climbing
 - Bending
 - Repetitive motions
 - Standing/Sitting for long periods
 - Lift up to 45 lbs.