

**Job Title:** Material Handler**Date:** January 2024**Department:** Operations**Reports to:** Bill Hoeker**Status:** Full Time**Company Overview:**

Innovent Technologies is a small entrepreneurial contract manufacturing company located in Peabody, MA. Innovent has two different divisions that primarily supply the Semiconductor and R&D industries with a focus on clean and complex work. The Precision Fabrication Group has the engineering expertise and the machining and welding capabilities to make challenging components and assemblies typically in the areas of wafer handling and cooling as well as process gas sub systems. The System Assembly Group is a more traditional contract manufacturer that builds and tests subassemblies through complex turnkey systems for our customers.

**General Summary:**

The Material Handler will assume ownership for Inventory transactions from incoming receiving through shipping, reviewing ERP system transactions, resolving issues, and partnering with team members in receiving, assembly, quality, engineering and shipping to ensure accurate and efficient material flow and support to value-add operations.

**Key Responsibilities:**

- Perform all stockroom functions including cycle counting, kitting, material put away, and filling material requisitions.
- Receive shipments, visually inspect, and verify incoming goods and process required paperwork upon receipt of material.
- Maintain high level of organization and basic process control within stock room and monitor external stocking location activities. Partner with production on floor stock controls.
- Required to lift or move objects up to 40lbs
- Other duties as required

**Education / Experience / Skills:**

- High school diploma or general education degree (GED)
- Prior Manufacturing or stock room experience preferred
- Must be authorized to work in the United States (REQUIRED)

**Language Skills:**

- Ability to read and comprehend simple instructions, short correspondence, and memos in English
- Ability to read and write simple correspondence
- Good communication skills via e-mail and related proficiency navigating basic computer applications
- Ability to effectively present information in one-on-one and small group situations
- Capable of providing direction to internal team members on process changes or issue resolution