



## First Solar Job Description

**Job Title:** Material Handler I

**Reports To:** Supervisor, Traffic/Material Handling

**Job Status:** Hourly

### Basic Job Functions:

Engage in packaging, loading, unloading, storing, and transporting materials and products by performing the described duties. Responsible for on-time delivery and quality as it pertains to shipping functions. Ensures the correct SAP transactions are made for receipts and items issues in/out of inventory.

### Experience:

- 6+ months of forklift experience being primary function within the past 8 years.

### Education:

- GED/High School graduate.

### Required Skills/Competencies:

- Qualified Industrial Equipment operator.
- Experienced computer knowledge.
- Possess a valid driver's license.
- Has previous experience with shipping/receiving documents.

### Essential Responsibilities:

- Follow EH&S policies
- Participate in SWATs
- Performs all shipping/receiving requirements, including product packaging and shipping as directed and in a safe manner.
- Follows the rules and regulations of C-TPAT.
- Operates Material Handling Equipment; loads and unloads vehicles as well as internal movement of material.
- Maintains daily shipping/receiving activity log.
- Transfers finished goods from manufacturing to the PDC ensuring the quality and integrity of the box remains intact.
- Performs daily/weekly cycle inventory counts and assists in the investigation of any inventory variances.
- Performs daily equipment inspection including bucks, forklifts, battery and any equipment moved by the forklift.
- Performs SAP transactions for receipts and items issues in/out.
- Works with supporting departments on investigating any inventory/receipts discrepancies.
- Maintains effective communications levels and fosters team building in and outside the department.
- Practices good housekeeping and in accordance with all safety procedures.
- Able to act as courier.
- Supports 5S program.
- Performs other assignments as required, including assisting in Production and other departments when necessary.

2/28/2019

### Reporting Relationships:

- This position reports the Supervisor, Traffic/Material Handling.

### Travel:

- No travel requirements.

### US Physical Requirements:

- Will sit, stand or walk short distances for up to 12 hours per day.
- Will climb stairs on an occasional basis.
- Will lift up to 51 pounds on an occasional basis, according to work instruction.
- Will lift up to 37 pounds on a frequent basis.
- Will push or pull up to 27 pounds of force on an occasional basis.
- Will push or pull up to 10 pounds of force on a frequent basis.
- Required to use hands to grasp, lift, handle, carry or feel objects repetitively on a frequent basis.
- 20/40 vision in each eye (with or without correction) and the ability to distinguish between red, yellow and green is required.
- May reach above shoulder heights and below the waist on a frequent basis.
- May stoop, kneel, or bend, on an occasional basis.
- Must be able to comply with all safety standards and procedures.
- Ability to wear personal protective equipment is required (including but not limited to; steel toed shoes, cut resistant gloves, jackets, aprons &/or arm guards, safety glasses, hearing protection).
- All associates working on the production floor may be required to wear a respirator at any given time and thus, the ability to wear a respirator is a condition of employment and continued employment (requires little or no facial hair).

*Potential candidates will meet the education and experience requirements provided on the above job description and excel in completing the listed responsibilities for this role. All candidates receiving an offer of employment must successfully complete a background check and any other tests that may be required.*

*Equal Opportunity Employer Statement: First Solar is an Equal Opportunity Employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age, national origin, veteran status, disability, sexual orientation, or gender identity. We recognize that diversity and inclusion is a driving force in the success of our company.*