

Job Description
Warehouse Material Handler I, II, II
Century International Arms, Inc.
Century Arms, Inc.

Reports to: Shipping, Receiving, Bond or Tagging Supervisor
Location: Vermont

Position Type: Full-Time

Summary of Position Mission

Responsible for the safe and damage free handling of all products and parts throughout the Warehouse.

Responsibilities-Material Handler I

- Disassembles product as required
- Performs counts on firearms and parts under direct supervision
- Prepares product for sales under direct supervision
- Progressively improves upon and maintains acceptable pace of work being performed in accordance with Company standards
- Stays on task with assigned duties at all times
- Adheres to all employment policies/safety policies/practices required by law/established by Company
- Wears all necessary Personal Protective Equipment directed by Company at all times
- Demonstrates sound working knowledge of firearms safety
- Maintains and keeps workstation and department areas clean
- Reports any maintenance and/or safety issues to immediate supervisor
- Demonstrates a positive attitude toward co-workers, other departments and the Company
- Maintains respect, courtesy and professionalism towards all co-workers and the Company
- Regulatory Compliance
- Maintain ERP system integrity
- *Other duties will be assigned as required.*

Responsibilities-Material Handler II

- Provides support to other Warehouse areas as directed
- Completes all required basic paperwork timely and accurately as necessary
- Exercises safe and accurate operation of etching equipment when set up
- Disassembles product as required
- Performs counts on firearms and parts under direct supervision
- Prepares product for sales under direct supervision
- Progressively improves upon and maintains acceptable pace of work being performed in accordance with Company standards
- Cuts materials utilizing cutting tools as trained and directed
- Performs basic grading of parts
- Performs initial data entry into bound book system on all received shipments
- Performs initial inspection of own work to ensure that no mistakes are made in the data entries of the bound book system
- Stays on task with assigned duties at all times
- Adheres to all employment policies/safety policies/practices required by law/established by Company

Job Description
Warehouse Material Handler I, II, III
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- Wears all necessary Personal Protective Equipment directed by Company at all times
- Demonstrates sound working knowledge of firearms safety
- Maintains and keeps workstation and department areas clean
- Reports any maintenance and/or safety issues to immediate supervisor
- Demonstrates a positive attitude toward co-workers, other departments and the Company
- Maintains respect, courtesy and professionalism towards all co-workers and the Company
- Regulatory Compliance
- Maintain ERP system integrity
- *Other duties will be assigned as required.*

Responsibilities- Material Handler III

- Disassembles product as required
- Performs counts on firearms and parts under direct supervision
- Prepares product for sales under direct supervision
- Progressively improves upon and maintains acceptable pace of work being performed in accordance with Company standards
- Stays on task with assigned duties at all times
- Adheres to all employment policies/safety policies/practices required by law/established by Company
- Wears all necessary Personal Protective Equipment directed by Company at all times
- Demonstrates sound working knowledge of firearms safety
- Maintains and keeps workstation and department areas clean
- Reports any maintenance and/or safety issues to immediate supervisor
- Demonstrates a positive attitude toward co-workers, other departments and the Company
- Maintains respect, courtesy and professionalism towards all co-workers and the Company
- Cuts materials utilizing cutting tools as trained and directed
- Performs basic grading of parts
- Performs initial data entry into bound book system on all received shipments
- Performs initial inspection of own work to ensure that no mistakes are made in the data entries of the bound book system
- Provides support to other Warehouse areas as directed
- Completes all required basic paperwork timely and accurately as necessary
- Exercises safe and accurate operation of etching equipment when set up
- Must be able to obtain a forklift operators certificate, by passing required certification program and demonstrate the safe operation of the forklift at all times
- Performs unsupervised initial inventory count on products and parts
- Performs all sort and grade in accordance with Company standards without supervision
- Ability to safely set up program and operate etching equipment
- Completes any required paperwork accurately and timely for all functions
- Regulatory Compliance
- Maintain ERP system integrity
- *Other duties will be assigned as required.*

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Qualifications & Knowledge Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A general mechanical skill is highly desirable
- Must be capable of following all established environmental safety protocols required by OSHA/Federal/State Agencies and the Company
- Interact effectively with a variety of people
- Ability to operate small hand tools
- Ability to move objects as requested and necessary
- Ability to accept and follow directions
- This position requires attention to detail as well as the ability to follow directions and organize and prioritize accordingly

Working Conditions

Work is normally performed in a climate-controlled office environment and throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Be able to lift objects up to 65 lbs.
- Frequent and repetitive lifting, pushing and pulling of objects
- Frequently stand and walk throughout the day
- Occasionally required to stoop, kneel and crouch

Disclaimers

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.
- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Jessica Becker	Date:	3/23/17
Payscale Report:	WARE-002	Date:	3/23/17

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