

JOB DESCRIPTION

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Revision Date: _____

Job Title: Inventory Material Handler	Job Classification: Hourly
Department: Production	Reports To: Production Supervisor

Job Summary

Responsible for inventory management of piping items, outfitting items, and sub-assemblies for all projects.

Duties and Responsibilities

Competencies

- Ability to provide inventory reports using Microsoft Office software.
- Ability to competently operate forklift.
- Utilize exceptional organizational skills in a working environment.
- Examine material specifications to identify items.
- Provide direction to laborers to locate, organize and preserve material.
- Performs other duties as assigned.

Tools use Competencies

- Move parts into position by hoist, jib or overhead crane.

Other Qualifications

- Responsible for its own work quality wise.
- Understand and follow HSE specific safety rules for the intended application.
- Contribute fully to the team effort to maintain workstation cleanliness organization.

This job description reflects management's assignment of essential functions for this position. Management has the right to assign or reassign duties and responsibilities to this job at any time.

Anti-Bribery and Corruption

adopts a zero-tolerance approach toward bribery and corruption. All bribery and corruption risks will be mitigated with actions.

Commitment to Core Values and QHSE

our culture is distinguished by the Can Do! spirit and well-defined core values. Furthermore, employees are required to follow Quality, Health, Safety, and Environmental Policies & Procedures on a daily basis. Employees are required to work safely, effectively and efficiently in order to care for the environment, work place and coworkers. Employees are also encouraged to suggest ways to improve any aspect of the company's processes.

Employee Initials: _____ Date: _____

JOB DESCRIPTION

Experience & Knowledge Required	Skill & Abilities Required
<ul style="list-style-type: none">• Must understand shipyard construction methods and best practices.• Possess knowledge of rigging equipment and overhead crane.• Possess knowledge of types of steel materials preferred.	Communication Skills Judgment and Decision Making Skills Mathematical Skills Problem Solving Skills Analytical Skills Computer Skills Ability to work at various heights Ability to work on any shift Teamwork Oriented Bilingual (English/Spanish) preferred
Education Qualification	
High School Diploma or Equivalent preferred	

Employee Acknowledgement of Job Description	
<p>I have received, reviewed and fully understand the requirements of this job description and understand that I am responsible for the satisfactory execution of the job duties and responsibilities described. I further understand that my job may change on a temporary or regular basis according to the company's needs. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the Human Resources Manager.</p>	
Print Employee Name: _____	ID#: _____
Employee Signature: _____	Date: _____

Job Description Approvals	
Dept Head Name: _____	
Dept Head Signature: _____	Date: _____
HR Manager Name: _____	
HR Manager Signature: _____	Date: _____