

Employee Job Description

United Dynamics, Inc.

Material Expediter

Job Description:

Position Summary

Ensure that all products at United Dynamics are received, identified, counted, stored, issued, and shipped in a timely manner to the appropriate department or location.

This position involves safety sensitive job tasks or duties that could affect the safety and health of the employee or others, including but not limited to the operation of a motor vehicle, other vehicle, equipment, machinery or power tools. Repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage. As set out more fully in the Drug and Alcohol Policy, employees in this position are subject to discipline up to and including termination of employment in the event of a positive drug test for marijuana components or metabolites, regardless of whether such employee has a valid Oklahoma medical marijuana license.

Requires a willingness to work outside of normal business hours to meet deadlines, if necessary. Must be able to communicate in the English Language.

Responsibilities:

- Adhere to company core values; customer service is paramount
- Ensure product received meets requirement of United Dynamic's purchase order for quantity and part number
- Identify, count and store product in appropriate location per company procedures
- Pull parts for work orders as required and per company procedures
- Package and ship end product per contract and or Mil Standard provided
- Understanding Military and ANSI packaging Specifications
- Process paperwork for purchase orders, work orders, and sales orders as required
- Ensure the Quality Management System is followed throughout the Inventory process
- Report all Inventory problems to the Inventory-Shipping Lead
- Prepare documentation and coordinate shipping for products to ensure on time delivery

Reporting Relationship:

Reports to the Inventory-Shipping Lead and has support responsibility to the VP of Operations

Job Requirements:

Education and Training:

- High School Diploma or equivalent
- Data Base Entry
- Forklift License
- Microsoft Office Products (Excel, Word, Outlook)

Technical Requirements:

- Two years general warehouse
- Understanding of Military and ANSI packaging Specifications
- Time to be Proficient in position – 2 years