

Material Handler

Job Requirements:

Ability to lift 75 lbs. Ability to maneuver packages of any weight above 75lbs. with appropriate equipment and/or assistance from another person. Clerical experience including typing and/or general office administration duties preferred. Good human relations and communication skills. Ability to successfully complete all basic and recurrency training. Experience dealing with the movement of heavyweight freight using forklifts, tugs and other loading/unloading equipment preferred. The ability to communicate both timely and effectively in a noisy operations environment, is required. Since operating motorized conveyances is required in this job, employee must possess a valid driver's license.

DUTIES:

Operates mechanized ramp equipment, a majority of total time worked.

Meets aircraft and transports packages and freight to sort and heavyweight areas. Assists in ensuring aircraft, vehicles and containers are loaded/unloaded in a safe and efficient manner including dangerous goods, in accordance with proper packaging and freight handling techniques.

Ensures the safe, efficient buildup/breakdown of pallets. Ensures broken down freight is properly stored, staged and protected from the elements at all times.

Properly handles packages covered by regulatory requirements, such as handling live animals and perishable goods.

Separates packages by service type and destination, in accordance with established procedures. Reviews size and weight of packages to ensure conformance with service requested. Scans packages according to Prescribed phasar/cosmos procedures.

Ensures all packages which cannot be sorted are staged as required in the operating plan, as needed.

Assists in completing all related paperwork and manifests in an accurate and timely manner. Datacomms information to the appropriate parties, as needed.

Performs clerical functions which may require a knowledge of general business and office procedures including maintaining follow-up files, answering phones, assembling materials for reports and composing letters.

Audits belly cards, container close-outs and bills of lading.

Maintains radio communication with appropriate personnel, as required.

In uld position: ensures container repair plan is followed daily. Performs quality checks on vendor repairs. Maintains uld asset log in Famis. Serves as liaison between company and uld vendor.

Applicant Information for HANDLER Entry Level Position

Things to bring for your appointment:

- For USPS Clearance Forms, two (2) forms of ID, of which one must be a State-issued Photo I.D. or Driver's License. Examples of second ID include birth certificate, Social Security Number card, or passport
- An address history, including school addresses, for the last ten (10) years, complete with city, county, state and ZIP code
- A history for the last ten (10) years of your most recent education, employment, military service, homemaking, including any periods of unemployment and/or incarceration: work history must include company name(s), address(es), supervisor name(s) and phone number(s) of all past/current employers; and W-2s if a company you worked for in the past five (5) years went out of business
- If you have graduated high school in the last 5 years, bring a copy of your diploma or G.E.D., and if you have attended college in the last 5 years, a copy of your college transcripts, or other documents from the college to verify your enrollment.
- If you have served in the military in the last 5 years, bring your DD214 (long form)
- If you have been self-employed or unemployed in the last 5 years, bring the name and phone number of a reference (non-family member)
- Information on convictions or pending criminal charges in the last ten years. A conviction is not an automatic bar to employment and all circumstances will be considered.
- Information on any name changes and/or legal alias(es) you use

Address:

2874 Business Park Drive, Bldg D

Memphis, TN