

# BENJAMIN STEEL COMPANY

## Description of Position Responsibilities

JOB TITLE: **Processor**

SUPERVISED BY: Warehouse Superintendent/Warehouse Supervisor

### POSITION SUMMARY:

**(Shear or Saw)** - Processes material, performs routine maintenance on equipment, and provides general warehouse duties, including pulling steel for customer orders, loading and unloading trucks.

### DUTIES AND RESPONSIBILITIES:

1. Safely operate and adjust machinery and equipment for full utilization.
2. Accurately process material to minimize waste and drops.
3. Accurately locate and identify stock.
4. Properly identify and process paperwork necessary for material handling/Production Recording.
5. Properly tag, band and package material for shipment.
6. Maintain a clean and safe work area.
7. Always be helpful and courteous to all customers and employees.
8. Perform Warehouse functions when needed and when processing work is not available.
9. Perform other duties as related or assigned for the benefit of the Company.
10. Good attendance is an essential function of this job.

### EDUCATION AND EXPERIENCE:

High School Diploma or GED.

Strong mechanical background.

Previous warehouse and related experience preferred.

### KNOWLEDGE, SKILLS AND ABILITY:

Ability to work as a team member without close supervision to meet company and personal goals.

Capable of reading a tape measure, micrometers, blueprints and orders.

Good eye-to-hand coordination.

Good reading, writing and math skills as measured by a pre-employment test.

Ability to meet physical demands of position which are 95% of the work-day (i.e. lifting up to 50 lbs independently, pushing, pulling, standing, climbing).

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