



Swagelok Louisiana

## Job Description

<b>Position Title:</b>	Material Handling Specialist	<b>Location</b>	Lafayette (Broussard)
<b>Department:</b>	Warehouse	<b>FLSA Status</b>	Non-exempt
<b>Reports to:</b>	Warehouse Manager	<b>Last Revision:</b>	February 2025

### About Swagelok Louisiana

Swagelok Louisiana provides critical fluid system products, assemblies, training, and services to customers in a variety of markets including oil & gas, refining, chemical, midstream, power and transportation industries. We are the independently owned and the authorized sales and service center for Swagelok® in Louisiana and portions of Mississippi. Swagelok Company is a \$2 billion, privately held company, headquartered in Solon, OH. Swagelok designs, manufactures, and delivers an expanding range of the highest quality fluid system products and solutions.

### Position Summary

The focus of the Material Handling Specialist position at Swagelok Louisiana includes picking orders, shipping orders, receiving material, loading and unloading, cycle counting, processing production orders, shipping logistics, material inspection, customer deliveries, supplier pick-ups, perform vendor managed inventory tasks at customer locations, facilities/grounds maintenance, and warehouse quality system activities. This position works closely with the operations and fabrication teams to provide exceptional customer service and attention to customers' concerns.

### Expectations

- Ensure all customer orders are filled on time as prescribed by order parameters and ship date.
- Refer to pick list and/or packing slips to pull parts and pack accordingly.
- Verify accuracy of picking process, package shipments and process shipments utilizing shipping software.
- Follow all company warehouse procedures and ensure compliance with modifications and special requirements identified by the Warehouse Service Team and Management.
- Perform inventory accuracy and cycle counting activities. Verify inventory computations by comparing them to physical counts of stock and investigate discrepancies or adjust errors.
- Receive incoming shipments, utilizing receiving software, to verify accuracy of incoming shipment, and identify proper storage locations.
- Correctly store items in an orderly and accessible manner in the warehouse facility, tool rooms, supply rooms, or other areas.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.

- Serve walk-in customers, process orders and customer invoicing as needed.
- Request and pack certifications with shipments according to customer's requirements where applicable.
- Contact carrier representatives to plan and issue instructions for shipping and delivery of materials.
- Clearly communicate with carrier representatives to rectify problems, such as damages, shortages, and nonconformance.
- Make deliveries, pick-up goods, perform vendor managed inventory tasks at customer locations.

## Position Requirements or Qualifications

### Education and Experience:

- High School diploma or equivalent required.
- 1 to 2 years warehouse/shipping & receiving experience preferred.

### Skills:

- Good verbal, listening and written communication skills.
- Ability to work well with people and be able to multi-task.
- Must have personal initiative and drive to seek out what needs to be done or ask others what they need assistance with.
- Computer Skills: Familiar with Microsoft business applications (Word, Excel, PowerPoint, and Outlook), and ability to learn company inventory software.
- SAP experience desired but not required.
- Ability to certify on a forklift, and to pass the Visual Acuity test.
- Valid Driver's License with clean driving record.
- TWIC Card desired but not required

### Critical Competencies:

- Self-Awareness: Ability to recognize their own feelings and how their actions and behaviors impact others.
- Thinking (Speed, Agility): Have the capacity to be quick, agile, and flexible in a variety of thinking modes.
- Customer Orientation: Delivering, anticipating, and maintaining professionalism with customers.
- Standard Work: Follow established processes, job aids and work flow to systematize standard work so that efficiency is maximized without jeopardizing quality.
- Achievement/Results Orientation: Getting results in a consistent and reliable manner.
- Teamwork & Collaboration: Ability to work effectively with others to deliver results.
- Adaptability/Resilience: Recovers quickly from change or setbacks.

### Scope of position:

Physical Requirements: Frequently required to lift and/or move objects up to 75 lbs.

Must demonstrate manual dexterity required to properly handle products and equipment. Frequently required to stand, walk, use hands, reach with hands and arms, and use power tools; occasionally required to stoop, crouch, kneel, and climb ladders. Must be able to pass Visual Acuity test including ability to identify colors.