**Materials Handler I**

RKI Instruments, Inc. an innovative gas detection company located in Union City seeking a highly energized, flexible person to work in a fast paced demanding environment.

This person is responsible for assisting in accurately pulling kits for outsourcing and work orders. In addition, they are also responsible for assisting in Receiving and stocking incoming parts, Cycle Counting, Processing material documents in the computer, Practicing FIFO material handling; responsible for helping in every aspect of Material Handling. This is an ENTRY-LEVEL position with a starting salary range of $13.00 - $14.00 per hour.

This person MUST be a team player, willing to help wherever help is needed within the Materials Department. The position entails ability to multi-task and to prioritize effectively. This person must have a clean DMV record and will be asked to undergo a background check.

**JOB REQUIREMENTS:**

A. Education and Training

- A High School Diploma
- 0 - 2 years of related work experience
- Computer proficient

B. Technical Requirements

- Materials Handler must possess the skills needed to perform the duties outlined under responsibilities; these include math skills, manual forklift operation, ten-key, and computer knowledge.

**KEY COMPETENCIES**

- Verbal and written communication skills
- Attention to details
- Forklift experience
- Reliability

**TO APPLY**

Please forward cover letter with salary requirements and resume via the email to RKIHR@rkiinstruments.com