**Description**

FlexEnergy Energy Systems Inc., an innovator in environmentally friendly microturbines and recuperators, has a need for a Material Handler. The incumbent has responsibility for supporting production, field service and development objectives. The incumbent will be involved with all aspects of material handling for the business.

**Objectives:**

* Picks material for internal and external customers
* Loads and unloads material within a warehouse or storage facility
* Ensures shipping and receiving accuracy and maintains related shipping / receiving records
* Assists preparation of material for shipment to customers
* Works under general supervision

**Highlights of Responsibilities:**

* Loads, unloads, and moves materials within or near plant, yard, or work site.
* Reads work order or follows verbal instructions to ascertain materials or containers to be moved. : Opens containers, using steel cutters, crowbar, claw hammer, or other hand tools.
* Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.
* Conveys materials from storage or work sites to designated area, using hand truck, electric dolly, wheelbarrow, or other device.
* Secures lifting attachments to materials and conveys load to destination, using hand-operated crane or hoist, or signals crane or hoisting operators to move load to destination.

**Critical Competencies / Experience:**

* Receive material from various modes of external transportation
* Perform visual inspection and identify material as the correct item per the PO
* Input all necessary data into the computer terminal for updating of records.
* Ensure correct part number, quantity, and units of measure are on all receipts.
* Review all packing slips for necessary data, including count verification and initials of material handler.
* Move material in designated warehouse locations

Demonstrated ability to plan, organize and manage time to complete simultaneous assignments in a matrix, team environment. Demonstrated ability to make timely decisions, applying good technical judgment.

* Comply with OSHA, EPA, other regulations and FlexEnergy housekeeping and safety rules applicable to job activities.

**Qualifications and Requirements**

Formal Education Requirement: Minimum High School diploma or GED

Computer skillsets in MS Office – Excel & Word – Basic computer data entry capability

Minimum Years of Experience Necessary: 0-2 years of experience in position or specialization

**Company Profile**

FlexEnergy Inc. (www.flexenergy.com) designs and manufactures an innovative product line of gas turbines which produce clean power with near-zero emissions from a broad range of fuel sources. Through its offices in the U.S., Europe and Asia, FlexEnergy employees provide comprehensive expertise in several markets, including Oil & Gas Production, Cogeneration, and Biogas.

**Compensation and Benefits**

We offer a competitive compensation and benefits package including medical, dental, vision, flexible spending account, life and disability insurance, and a 401K plan (with company matching).



FlexEnergy Energy Systems, Inc. is an equal opportunity employer.

**E-mail inquiries & qualifications:** hrportsmouth@flexenergy.com

**Please include “Material Handler - Portsmouth" in the subject line.**