

70 Years of Building Value into Building Products.

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air--indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

For our Hagerstown, MD Distribution Center we are looking for a Material Handler

ODL is looking for a safety conscious, organized, dedicated, and reliable individual with an affinity for numbers to identify and transport material to and from storage areas, machines, loading docks and trucks safely and efficiently using established procedures. He or She should have a strong attention to details and a proven track record of zero safety violations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must maintain and comply with all safety rules at all times while working from production schedule or shipping pick form to transport material to and from designated areas while carefully identifying part numbers and verifying quantities. Reports any inconsistencies or problems to supervisor.
- Ability to process trans-loads for all inbound and outbound cross-dock.
- Checks identification of materials to be moved. Cross references with production schedule or pick form and moves to required location.
- Prepares orders for accurate, on-time shipment of products.
- Verifies part numbers. Completes appropriate documentation and files. Ensures that all products have proper documentation before transport.
- Receives inbound materials, verifying information and quantity against packing slip or purchase order. Identifies and reports any discrepancies.
- Uses snips, hammer and various hand tools to open loads, removes strapping, wrapping and disposes safely. Places protective material around loads and uses hand or automatic wrapping equipment to secure in-plant handling, storage, or final shipment to customers.
- Handles and disposes of scrap or trash into compactor and activates compacting cycle all while keeping warehouse in clean and orderly condition.
- Performs operations and safety checks on equipment prior to start of shift, including battery, brakes and lift controls. Also prepares equipment for charging at the end of shift.
- Cycle counts inventory when directed and meets essential productivity standards in shipping and receiving.

CANDIDATE REQUIREMENTS:

- High school diploma and two to three years of material handling/forklift experience required.
- Basic computer skills with the ability to learn Oracle, MS Office Outlook and scanning systems.
- Possess a liking of basic math skills and working knowledge of part numbers and products.
- Excellent interpersonal skills and written communication skills with the ability to prioritize all responsibilities.
- Ability to lift up to 75 pounds.

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

ODL offers a solid track record of growth and expansion in a highly competitive industry as well as a complete benefits package including health/prescription options, dental insurance, vision insurance, short term disability, LTD option, basic life insurance, additional life insurance amounts available including spouse and dependent child coverage through payroll deduction, flexible spending accounts and 401(k) with a company match.

Please apply via email to: human.resources@odl.com

For a complete listing of ODL Open Positions please visit <http://www.odl.com/careers.htm>