 **Position Description**

**Material Handler**

**Job Responsibilities:**

* Receive, store and issue material in a storeroom environment.
* Check incoming material against requisitions or invoices.
* Maintain records and prepare paperwork as required.
* Data-entry and data look-up in company ERP system.
* Kit orders.
* Cycle counts.
* May assist moving material with hand jack.
* Other duties as assigned.

**Required Qualifications:**

* High School diploma or equivalent.
* Strong attention to detail skills.
* Ability to multi-task.
* Computer skills, including data entry.
* Ability to lift up to 50 pounds occasionally with assistance.
* Ability to stand on feet majority of the shift.

**Preferred Qualifications:**

* Experience working in a parts crib.
* Experience working with electronic components, surface mounts and through-hole operations.
* Experience working with an ERP system.

**Company Description:**
Micro Control Company is an industry leading manufacturer of electronic burn-in test systems for high power logic semiconductors. Our large test ovens are capital equipment for major semiconductor manufacturers.

Micro Control Company offers competitive wages and benefits including health; PTO; paid holidays; a matching 401(k) plan and a discretionary profit sharing bonus. Please e-mail a cover letter and resume to: mcchr@microcontrol.com to be considered for this position (using the job title for the subject).

Micro Control Company
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