

## Job Posting

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**Position:** **Material Coordinator**

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### **POSITION VACANCY:**

**POSITION TITLE:** Material Coordinator **DEPARTMENT:** Manufacturing

**SHIFT:** TBD – Must be able to work 12 hour night shifts.

### **POSITION RESPONSIBILITIES:**

Primary responsibility for operating forklift to stage finished product. To operate pneumatic transfer system and finish mixing and supply system.

### **MINIMUM QUALIFICATIONS and REQUIREMENTS:**

1. Monitor and maintain finish levels and mix finish as needed.
2. Maintain concentrate levels for each blender.
3. Monitor and empty rail cars/collect samples for the lab and record rail car data (always wear safety harness when on top of rail car).
4. Stage bales on lines in nonwoven by lot number on a first in, first out basis.
5. Change both cutter wheels and blades.
6. Bale waste.
7. General housekeeping.
8. Relieve Baler Operator as needed.
9. Coordinate bales to warehouse.
10. Assist in start up.
11. Pulling tow / assist in down time.
12. Assist in spinnerette change.
13. Stage bale wires and bale wrap.
14. Bale lab waste.
15. Any other duties as assigned by Group Leader.
16. Licensed forklift driver or the ability to become licensed.



- A. **Minimum education required:** High school or GED.
- B. **Minimum experience required:** Strong math skills. Forklift experience required.
- C. **Description of working conditions/physical surroundings:**
  - 1. Ability to sit, bend, stoop, and kneel occasionally (25% or less).
  - 2. Ability to stand, walk, twist, reach, crouch, and handle equipment continuously (75% or more).
  - 3. Ability to repetitively use arm/shoulder, legs and remain on feet continuously (75% or more).
  - 4. Ability to lift 20-50 lbs. continuously (75% or more).
  - 5. Ability to work in a continuously high heat environment (75% or more).
- D. **Shift work:** Yes

**You may apply for this position by either emailing the Human Resources Department at [hrm@rtcusa.net](mailto:hrm@rtcusa.net) or by visiting the Georgia Department of Labor in Athens, Gainesville, Toccoa or Habersham Counties.**