



Rowmark
5409 Hamlet Drive
Findlay, Ohio 45840
www.rowmarkllc.com

Title: Material Handler
Reports To: Production Supervisor
Shift: 10am-6pm

Primary Purpose: Prepare and convey raw materials for production; Maintain raw material inventory accurately, Handle and process the shipping and receiving of raw materials.

Expected Attributes of Employees:

- Exhibit a positive, professional attitude.
- Show personal drive, ambition, and always maintain integrity.
- Demonstrate honesty and trustworthiness, responsibility, and accountability.
- Set personal and professional goals, while demonstrating high work ethics.
- Balance issues emotionally and objectively.
- Communicate at the most direct level.
- Inspire others.
- Empathize with other employee concerns.

Qualifications:

- “Hands on” mechanical/technical aptitude.
- Experience with the operations of plastics extrusion equipment (preferred, but not necessary). Extrusion process training offered.
- Ability to learn new processes quickly and troubleshoot difficulties while upholding quality standards.
- Effective trouble shooting skills.
- Tow motor certification.
- Competent computer skills.
- Ability to communicate effectively with others.
- Effective leadership and communication skills.
- Ability to move 250 lb barrels with the assistance of equipment.
- Ability to ascend and descend a 15-18 ft. ladder to clean/troubleshoot dryers.
- Knowledge of relevant raw materials (training offered).

Primary Duties & Responsibilities:

- Responsible for material staging/supplying at all production areas which include:
 - a. Proper base materials, concentrates, and regrinds pulled for the lines;
 - b. Cleaning and loading of dryers for base material, concentrates and regrinds and completing the dryer log.
 - c. Maintaining the material needs to the extrusion lines throughout the shift, in accordance with the run sheets.
 - d. Weighing boxes before and after production runs and adjusting inventory levels accordingly.



- e. Foils and masking are maintained when needed on the line.
- Conducts proper inventory transfer documentation/data entry in Epicor.
- Assists with cycle counts for materials/production supplies.
- Maintains proper housekeeping and organization of the material room area (i.e. banding of boxes, lids, and skids and removing them to the proper area).
- Receives silo materials properly and promptly.
- Maintains good housekeeping and safety practices at all times.
- Assists with extrusion change-over tasks, as they are assigned by supervisor or extrusion operator.
- Covers for Inspector-Packagers during breaks, as needed.
- Completes other tasks and projects assigned by supervisor.

At Rowmark, we are passionate about making our customers look great!

We proudly manufacture, market and distribute a wide array of innovative and quality products for our customers primarily in the awards, recognition and signage markets.

Founded in 1997, our company has developed into the leader in the markets we serve. Our state-of-the-art manufacturing, warehousing and distribution systems continue to be keys to our success.

Rowmark is headquartered in Findlay, Ohio, where it manufactures its plastic sheet materials. Our extensive product line of sheet materials are distributed in over 85 countries around the world.

Rowmark is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: hough@rowmark.com