



## **MATERIALS HANDLER**

PADI, the world leader in Scuba Diver Training, is searching for a full-time MATERIALS HANDLER at our corporate headquarters in Rancho Santa Margarita. PADI offers its employees a unique culture centered around an active lifestyle, fun and hardworking colleagues, interesting work, competitive salary and outstanding benefits.

PADI is an Equal Opportunity Employer and our employees voted the company to be one of the Top Workplaces in Orange County in 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016. We are a remarkable company seeking remarkable people!

## **WHY PADI?**

- Global organization and world leader in Scuba Diver Training
- Unique culture centered around an active lifestyle
- Fun and hardworking colleagues
- Interesting and challenging work
- Outstanding benefits that include low cost excellent health benefits
- The option to work a 9/80 flex schedule
- Generous time off
- Free scuba diving training
- Environmentally conscious employer
- Great employee activities throughout the year
- Orange County Top Workplace in 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016.

## **WHAT THE MATERIALS HANDLER DOES**

The Materials Handler assists in the receiving, inventory, traffic, returns, assembly, and shipping responsibilities and follows all distribution procedures to process all orders and responds to internal customer service. This includes affixing proper labeling, verifying product weight, and correctly consolidating product in locations, and accurately updating inventory system. Additionally the Materials Handler will assist with cycle counts, filling internal orders, processing returned merchandise, assisting with product assembly, pulling and packing shipments as well as other related duties.

## **EDUCATION & QUALIFICATIONS**

- High school diploma or general education degree (GED).
- Minimum 6 months to 1 year experience working in a distribution environment involving receiving, returns, inventory, traffic and shipping utilizing computerized system, including the comprehension of processing DHL, FEDX, UPS, and USPS.
- Ability to add, subtract, multiply, and divide.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Regular attendance required.
- Ability and Willingness To:
  - Follow directions from a supervisor
  - Interact well with co-workers
  - Understand and follow posted work rules and procedures
  - Accept constructive criticism
  - Demonstrate professional behavior that supports team effort and enhances team behavior, performance and productivity.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a valid California Driver's License
- Forklift Certification within last 5 years

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this Job, the employee is occasionally exposed to cold and/or hot working conditions. The noise level in the work environment is usually moderate.

This position is located at PADI's Rancho Santa Margarita location and relocation is not available.

If all of this sounds fun and interesting to you and you meet these requirements described above we'd like to get to know you!

Please submit your resume & salary requirements to [jobs@padi.com](mailto:jobs@padi.com). To learn more about our company visit us at [www.padi.com](http://www.padi.com).