

**Job Title:** Material Handler/Expeditor  
**Job Type:** Full-Time, Permanent



## **About Us**

Headquartered in Palmer, Alaska, New Horizons is a trusted and tested telecommunications contractor offering turnkey infrastructure solutions. We deliver protected, cutting-edge networks in some of the world's most challenging and remote locations, providing in-house engineering and installation services for wireless, microwave, Satcom, fiber optic, and alternative energy projects. From mountaintop tower construction to urban electrical and structured cabling installations and the networking components in between, we have been entrusted with the design, implementation, and management of network infrastructure across the state and worldwide. At New Horizons we are proud to provide integral solutions from the feasibility stage through to implementation.

## **Why Join our team?**

New Horizons is the place for you if you want a dynamic and rewarding work environment with room for career advancement and growth. Apply now and join our dedicated team driving innovation in the telecommunications industry.

## **Job Summary**

The Material Handler/Expeditor plays a crucial role in the day-to-day operational business within the company. This individual supports all aspects of the company, from the office, facilities, and all field-related projects. As such, this person must be dependable, punctual, organized, and able to work with a diverse group of people. Additionally, have the ability to multitask and maintain flexibility throughout the day to meet the goals of the company. This person will be required to work both indoors and outdoors depending on the needs of the company.

## **Key Duties & Responsibilities**

- Ensure that all safety policies, company rules, and regulations are followed.
- Meets daily with key stakeholders (Purchasing, Directors, Program Manager's etc.) to ensure that information flows in all directions to ensure the stated goals, timelines, and objectives are met for successful project execution.
- Expediting materials, plans, permits, tools etc.
- Co-ordinates shipping and material movement as needed to meet the company goals.
- Inventory and control related shipping and receiving of material, tools etc.
- Quality Control -verifies material orders are accurate and complete and communicates with key stakeholders.
- Ensures all appropriate documentation (receipts, bill of lading, etc.) is submitted accurately and timely.
- Understands rules and regulations associated with hazmat materials and the proper shipping and handling associated.
- Maintain vendor and customer relations.
- Collaborates with the Warehouse personnel for material, shipping and receiving as well as any additional inventor needs.
- Assists with Facility maintenance as needed

## Qualifications

- High School Diploma or equivalent
- Current Alaska Drivers Licence, CDL is preferred.
- Must be able to pass a background check and drug test
- Read, write, and speak English fluently.
- Excellent written and verbal communication skills
- Excellent time management and attention to detail
- Teamwork skills
- Forklift certification
- Clean driving record
- Efficiently operate motor vehicles (trucks, trailers, flatbeds, etc.) up to 26,001lbs
- Efficiently operate material handling equipment (hand trucks, forklifts, etc.)
- Able to work under pressure
- Standing, sitting, and driving for long periods of time
- Able to lift up to 70lbs
- Clearly communicate and receive direction from others
- Proficiency in spreadsheet software, inventory management tools, and accounting applications are preferred

## Salary Expectation

DOE

## Benefits

- Excellent Medical, Dental, Vision, Legal, and Prescription Drug Plan
- Retirement (Pension and 401K)
- Competitive Compensation, Paid Vacation and Holidays
- Challenging and Rewarding Work Environment with Career Development Opportunities

## How to Apply

To apply please email your resume to [hr@nhtiusa.com](mailto:hr@nhtiusa.com) or go to our careers page at [www.nhtiusa.com/careers/](http://www.nhtiusa.com/careers/) and click "Apply Now."

We look forward to hearing from you!

*New Horizons is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Applications will be reviewed as they are received, and the position will be filled as soon as we have a satisfactory candidate pool.*