



## **Shipping & Receiving Clerk - Full Time - Duluth MN**

Moline Machinery LLC is a leading industrial food processing equipment manufacturer in Duluth, MN, in business since 1945 and family owned. Our equipment is distributed both domestically and internationally to large high-volume industrial bakeries and food processors for the automated production of baked goods and other food products. The equipment we manufacture includes continuous assembly production lines with fully automated electronic touch screen control. Individual components for industrial production are also manufactured. Our campus includes office buildings, 120,000 Sq. Ft. of manufacturing space and a modern technical center where Moline equipment and customer formulations are tested and proven. Our Operations & Production team members are extremely important parts of our company. This is a challenging position for an individual who enjoys working with people in a constantly changing environment with new technology. EOE

### **Job Description:**

The Shipping & Receiving Clerk is responsible for performing various tasks to crate, skid, and package standard and custom products as manufactured by Moline Machinery. This position is for an individual with strong attention to detail, highly motivated, strong organization skills, and a team player.

### **Duties Include:**

- Receive incoming freight and check for proper quantity and quality.
- Check purchased orders with packing slips or freight bills for correct amount received.
- Place items in designated storage areas to sign for deliveries upon receipt of material.
- Assemble, pack, and box products for shipment.
- Operate certain machine and hand tools for fitting, assembly, and crating prior to shipment.
- Work from simple to complicated technical drawings and specifications.
- Maintain quality and quantity production control standards, as well as thoroughly inspecting work products.
- Ability to prioritize and handle multiple, concurrent projects and tasks.
- When assigned to other related work, he/she is required to perform to his/her ability.
- Works with Engineering, Customer Service, and other Production personnel.

### **Job Requirements:**

- Associate degree or equivalent experience in similar field
- 0-3 years related work experience in a machine shop environment
- Knowledge and understanding of how to view and interpret technical drawings
- Knowledge of how to use standard measurement tools
- Experience with ERP management software preferred
- Strong computer skills and the ability to learn new software
- Ability to interface well with other departments and work together to solve problems
- Strong interpersonal and communication skills

Interested applicants may submit a cover letter and resume via email ([jobs@moline.com](mailto:jobs@moline.com)). [www.moline.com](http://www.moline.com)