



## **Expeditor II - 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:**

An Expeditor II is a worker who has special training to read drawings, transport parts between work stations, and operate software as needed to maintain fabrication sequence and quality of standard and custom machines as manufactured by the Employer. EOE

### **Duties Include:**

- Work from simple to fairly complicated drawings and specifications.
- Expedite manufactured and purchased parts from one department to another for proper quantity of manufactured parts and see that they are made according to the drawings.
- 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.
- Maintain inventory control
- Withdraw and stage parts per bills of material and pick lists.
- Identify outgoing material with labels or tags for shipment according to the work schedule.
- Maintains quality and quantity production, as well as thoroughly inspecting work products.
- Ability to crate/skid machines.
- When assigned to other or related work, he/she is required to perform according to his/her ability.
- Works with Engineering and other Production personnel to make modifications to parts drawings as needed.
- Maintains a safe and clean work environment.
- Occasionally participates in production and other meetings.

### **Job Requirements:**

- Associates degree or equivalent experience
- 0 – 3 years related work experience, preferably in a machine shop environment, including experience in areas such as sheet metal, metal finishing, machine tool operation, and assembly.
- Understanding of how to view drawings and answer questions from them.
- Ability to interface well with other departments and work together to solve problems
- Answer questions or provide training to any co-worker, contractor, customer, or vendor when requested or directed by management.
- Strong interpersonal skills
- Strong organizational skills
- Good written and oral communication skills
- Team player; self-motivated, self-directing
- Strong attention to details
- Ability to prioritize and handle multiple, concurrent projects and tasks
- Strong computer skills and the ability to learn new software
- Knowledge of how to use standard measurement tools

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)