



## **Expeditor II - Full Time - Duluth MN**

Moline Machinery LLC is a leading manufacturer of industrial food processing equipment in Duluth, MN. Since 1945, our family-owned business has designed and built automated production systems for high-volume industrial bakeries and food processors both domestically and internationally. Our products range from continuous assembly production lines with fully automated electronic touch screen control to individual components for industrial applications. With 120,000 sq. ft. of manufacturing space and a modern technical center, Moline is committed to innovation and excellence in delivering reliable, high-quality solutions to our customers. EOE

### **Job Description:**

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

### **Key Responsibilities:**

- 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



- 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

**Benefits:**

- Incentive plan and available overtime
- 401(k) plan and matching
- Health and dental plans
- Health Savings Account
- Company paid life and short-term disability
- Voluntary Accident and Life/AD&D insurance
- Paid time off and holidays
- Safety clothing allowance

**Wage Range:**

- **\$21.67-\$28.89**

**Physical Demands/Working Conditions:**

- Work is performed on the shop floor.
- Must be able to lift up to 50 pounds.
- Frequent use of the phone and computer.
- High attention to detail is required.
- Occasional travel may be necessary.