



13300 6th Avenue North
Plymouth, MN 55441

Shipping and Receiving Clerk

Are you a successful Shipping and Receiving Clerk looking for a new and exciting opportunity? Do you have experience in a Logistics and Transportation role in a manufacturing environment? Then, this position with Electro-Mechanical Industries, Inc. (EMI) is the perfect opportunity for you. We are a family owned, custom manufacturer of electrical power distribution equipment located in Plymouth, MN. The company, with 40 years of steady growth and product innovation, provides products and services to commercial and industrial customers throughout the US.

The Shipping and Receiving Clerk is a Union position and reports to the Operations Engineer.

Essential Job Duties:

- Utilize third party logistics software and ERP system for outbound logistics.
- Schedule product shipments via software and via telephone for on-time customer shipments.
- Generate documentation required for outbound logistics compliant with DOT guidelines and industry best practices.
- Prepare products for safe transit utilizing a variety of packaging methods in compliance with company best practices and defined methods.
- Maintain accurate job notes and logistic information in company ERP software.
- Responsible for freight agreements with management to maximize customer value.
- Participate in resolution of freight claims and damage working through company established NCR and CAR processes.
- Lead improvements to logistics, freight and other tasks required for world class out bound deliveries.
- Coordinate cranes and other specialize shipment equipment to service customer orders for outbound transit.
- Receives in incoming materials accurately and expediently.
- Organize all inventory for stock and projects in compliance with company standards and best practices.
- Improve and maintain warehouse storage areas in compliance with company standards and best practices.
- Maintain positive working relationships with internal departments: production, project management, sales, engineering and management.
- Communicate accurately and expediently both written and verbal.
- Maintain good rapport with outside vendors associated with logistics and freight functions.
- Utilize common freight tools in a safe manner: Powered Industrial trucks, banders, wrappers, heat shrink and boxing.
- Be knowledgeable of company products including major and minor components.



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- Assure accurate inventory by following company guidelines for pulling components, orders and making necessary adjustments.
- Prepares reports and metrics associated with logistics and outbound functions of EMI.
- Participates in year-end inventory.

Education and Experience:

- Minimum of a high school diploma or GED and related demonstrated experience.
- Minimum of three years' of Shipping and Receiving experience, preferred.
- Must have a working knowledge of freight industry.
- Experience using Micro-Soft Office a must.
- Experience using third party logistics (3PL) software a must.
- Experience using Visual ERP system preferred.

Competencies:

- Proven experience in a Shipping and Receiving or similar role.
- Ability to multi-task in an environment of competing priorities.
- Self-motivated with results-driven approach.
- Must have the ability to remain calm and professional in stressful situations.
- Highly organized with attention to detail.
- Must be a team player.
- Demonstrated ability to work independently and prioritization.
- Demonstrated ability to work in a changing environment while delivering high levels of customer service.
- Must bring a spirit of customer service and continuous improvement.

Work Environment: Work performed primarily in the shop environment. Exposed to shop elements such as noise and dust. Some work performed in an office environment. Some loading and unloading of trucks will be performed outdoors.

Work hours: Hours for this position are M-F from 6:00 am to 2:30 pm.

Physical Requirements:

- Regularly required to sit/stand/walk and bend
- Must be able to lift up to 50 lbs.
- Capacity to daily pack and pull orders.
- Must be able to climb, stretch and maneuver on ladders.
- Ability to maneuver incoming materials and products with various material handling equipment such as pallet jacks, powered industrial trucks and hoists.

763-546-5998
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To apply for this position, send your resume and salary requirements to: Human Resources @
careers@e-m-i.com.