



13300 6th Avenue North
Plymouth, MN 55441

Inventory Control Technician

EMI is a family-owned custom engineering/manufacturing company located in the western suburbs of Minneapolis. EMI has 37 years of steady growth and product innovation, provides products and services to commercial customers in the Midwest Region.

The Inventory Control Technician will be responsible for all incoming and distribution of production inventory items, EMI hand tools, property and raw materials. They must have the ability to identify and label materials for issue, stock inventory and shipping. They will move materials from the warehouse to the shipping dock and from the shipping dock to the warehouse by the use of hand trucks and/or forklift. They must prepare related documents and assist with shipments whenever necessary.

Expectation:

- Document and record all procedures and information associated with inventory and materials – must be a detail oriented person that can quickly and accurately match the purchase order description and insure it's distribution to the proper location
- Clearly and accurately communicate with ALL disciplines within EMI
- Work well in a multi-tasking environment
- Identify and perform administrative tasks to completion
- Must report defective materials or questionable conditions to the Supervisor (and/or QC).

Requirements

- Must read and speak English fluently
- Must be able to safely lift 50 lbs
- Valid Minnesota Driver's License
- Must be trained to operate fork lift safely/properly
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Physical Requirements:

- Regularly required to sit, stand, bend, reach and move about the facility Lifting requirements

To apply for this position, send your resume and salary requirements to: Radhika Page @ rpage@e-m-i.com. EMI is an equal opportunity employer.

763-546-5998
Fax 763-546-5214



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