



13300 6th Avenue North
Plymouth, MN 55441

Shipping

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 for electrical power distribution to commercial customers in the Midwest Region.

Essential Duties and Responsibilities:

- Perform (general) shipping duties; verify components and prepare for protected shipment.
- Support the shipment of goods produced and supplies needed and to be used in our products.
- Responsible to make arrangements for pick-up by the carrier specified on the customer's purchase order which is conveyed to the shipping technician by final inspection shipping instructions.
- Responsible for keeping an adequate supply of shipping materials on hand at all times.
- Maintain the shipping and receiving areas and equipment in a clean and orderly condition and follow prescribed safety regulations.

Education and Experience:

- Minimum of a high school education or GED and 3-years of factory/commercial related experience in shipping.
- Required to read and write English, follow verbal instructions and use basic math.
- Must have a valid driver's license and a good driving record.

Job Knowledge, Skills and Abilities:

- Ability to perform, but not limited to the following tasks:
 - Must be able to accurately and legibly fill out bills of lading and be familiar with various forms that are used and required by the major domestic freight carriers and forwarders.
 - Must be capable of estimating/calculate weight, and use that information to calculate the cost of shipping.
 - Must be familiar with proper packaging methods and able to interpret visual aids used to convey specific packaging requirements.
 - Must be familiar with the most common material handling equipment and be a previously trained forklift truck operator.
- Experience with TRUCKING SCHEDULING FOR SHIPPING with major freight carriers, as well as online software is interaction is helpful.
- Experience with UPS/FEDEX online software is expected.



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Training Requirements:

- General Safety
- Foreign Object Damage Awareness
- Quality System Awareness
- Data entry into ERP system

Physical Demands:

- Required to lift up to 50 lbs.
- Regularly required to sit, stand, bend, reach and move about the facility.

Personal Protective Equipment:

Steel Toe Shoes, Eye glasses, gloves and noise abatement as needed

Work Environment:

- Work performed in a combination of shop and desk environments.
- Exposed to shop elements such as noise and dust.

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.