

# Material Handling Specialist

## COMPANY HISTORY

Power/mation is a nationally recognized distributor specializing in advanced automation hardware and software products. We help our customers improve their manufacturing processes by assisting them in the application of unique automation solutions in the following technology areas: motion control, logic control, software, sensors, vision, safety, power transmission, panel components and services.

Power/mation began in 1961 and has grown to locations within Minnesota, Wisconsin, Illinois, Iowa, Nebraska and the Dakotas. For more information, please visit our web site at [www.powermation.com](http://www.powermation.com).

## DUTIES

- A. Picks, packs and ships all orders.
  - 1. Accurately pulls orders from stock based upon picking tickets and First In First Out (FIFO).
  - 2. Prepares orders for shipment within stated company time standards, including international shipments.
  - 3. Packs orders in correct and efficient manner. Utilize proper packing methods to maximize carton space and packing material usage to prevent damage or breakage. Correct operation of UPS system and bills of lading for all outgoing shipments.
  - 4. Provides service to walk-in customers, both internal and external.
  
- B. Receives inbound shipments (includes supplies).
  - 1. Verifies accuracy of shipments received into computer system and stores product in proper bin location/supply area or forwards product to shipping station.
  - 2. Marks or tags articles necessary for identification purposes and maintains locations in system.
  - 3. Resolves any problems from differences between paperwork and actual stock with appropriate department. Separates nonconforming products.
  - 4. Identifies damaged material and immediately informs the appropriate departments.
  - 5. Performs cycle counting as requested and assists in annual inventory when necessary.
  - 6. Maintains a clean and safe work environment.
  - 7. Special project work and other duties as directed and assigned by manager.
  - 8. Acts as backup for custodial duties as requested.

## QUALIFICATIONS

- 1. High school diploma or equivalent.
- 2. Previous shipping and receiving experience preferred.
- 3. Communication skills to facilitate expeditious movement of material to customers.
- 4. Organizational skills and attention to detail.
- 5. Ability to gain knowledge regarding parts and part numbers used by each manufacturer.
- 6. Ability to gain knowledge regarding warehouse operations.

## BENEFITS

Medical and dental plan, life insurance, long term disability, health and dependent care reimbursement accounts, 401k with company match feature, discretionary profit-sharing plan, educational assistance, paid time off, paid holidays including birthday and service anniversary.

Qualified individuals may send their cover letters and resumes to [mary.ringhofer@powermation.com](mailto:mary.ringhofer@powermation.com)



*Providing innovative automation solutions with exceptional customer service.*  
Equal Opportunity Employer