

PT/Temporary Material Handling Assistant

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.

HOURS

Monday – Friday, working 28.75 hours/week.

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. Maintains a clean and safe work environment.
- C. Special project work and other duties as directed and assigned by manager.

EDUCATION AND EXPERIENCE

High School diploma or equivalent. Previous shipping experience preferred.

BENEFITS

Earned Sick and Safe Leave hours and participation in the company's 401k plan.

Qualified individuals may send their cover letters and resumes to mary.ringhofer@powermation.com.



Providing innovative automation solutions with exceptional customer service.

Equal Opportunity Employer