

OPEN POSITION

Job Title: Shipping/Inventory Coordinator

Company: Micro-Trak Systems, Inc.

Location: Mankato, MN

Department: Position reports to Supply Chain Manager

Shift: 1st Shift, 8-4:30, M-F (Starting Wage based on Experience)

Overview:

Responsible for picking and shipping orders accurately and on time, as needed, assisting in warehouse duties including material receiving, handling and inventory control.

Essential Job Functions:

- Pull, pack and ship finished goods, check for accuracy
- Maintain all data and records related to shipping activities
- Collect all documentation for outbound freight, make sure all documents are filed properly
- Maintain inventory of shipping materials and supplies
- Make sure orders get loaded into shipment vehicle in a timely manner
- Communicate status of shipping activities to appropriate personnel
- Boxing of product for shipment
- Pull and fulfill inventory work order demands
- Unload and receive inbound materials
- Put materials away in warehouse
- Take physical inventory counts and coordinate on-going cycle count schedule
- Maintain security and accuracy of the warehouse
- Complete other tasks as assigned

Education:

- H.S. Diploma (or GED Equivalent), Associate Degree Preferred

Qualifications/Skills:

- Must be able to lift 60 pounds, heavier weights with assistance
- Must be able to stand most of the shift
- Must be able drive forklift (maintain certification)
- Proficient in Micro-soft applications Word/Excel (ERP Knowledge a plus)
- Must be able to do accurate, quality work in a fast paced environment

Other Requirements:

- Drug Test