

ELLINGSON

Plumbing, Heating, A/C & Electrical

Job Title: Warehouseman/Material handler
Department: Materials
Location: Alexandria, MN

Position Summary:

This position reports to the Director of Materials. It is vital to the organization and focuses primarily on overseeing the flow of materials throughout the entire Ellingson's system. It is an important position that serves our Field Personnel, Internal, and External Customers.

Essential Job Functions:

- Accurate record-keeping through the use of our ERP
- Shipping
- Receiving
- Picking and packing
- Ordering parts
- Delivering parts
- Processing returns
- Cycle counting
- Material management
- Warehouse organization
- Housekeeping of warehouse
- 5 S activities
- Root cause analysis
- Adhere to company policy and procedure

Qualifications:

- Ability to drive a forklift (will train as needed)
- Valid Driver's License
- Previous warehouse experience is a plus