

# Machine Operator I / Shipper & Receiver

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## Machine Operator I – 50%

### **SUMMARY**

Machine production shop environment. Set up and operate equipment to produce orders within specification. Relies on instructions and pre-established guidelines to perform the functions of the job.

### **KEY RESPONSIBILITIES:**

- Operate machines used for producing metal parts
- Prior industry experience preferred but not required, training is provided
- Unload and load materials by hand; handle material up to 50 pounds.
- Perform quality checks and examine product for defects to ensure customer satisfaction.
- Opportunity for occasional overtime.
- Must wear PPE and adhere to all safety rules.
- Must be able to work in a fast paced, physically challenging environment.

### **QUALIFICATIONS:**

- Mechanical aptitude and ability to operate machinery (Will train the right person)
- Basic math and measuring skills
- Must be able to communicate effectively both verbally and in writing (English literacy)
- Prior experience working in a fast paced manufacturing environment is a plus
- Must be flexible
- Fork lift experience a plus
- Safety oriented
- High school diploma or G.E.D.
- Minimum of 0-3 years previous experience

### Miscellaneous:

- Maintain inventory accuracy. Participate in cycle counting program. Notify Supervisor of count discrepancies and shortages.
- Train other co-workers as needed.
- Work Safely. Maintain a safe, clean and organized work area.
- Other duties as assigned.

## Shipper & Receiver – 50%

### **SUMMARY**

Ship and receive parts and machines on a routine basis and maintain accuracy of inventory to reflect parts being shipped and received. Ensure that parts are placed in correct location in warehouse when received. Fully crate the machines on pallets and coordinate the logistics corresponding to the orders.

### **KEY RESPONSIBILITIES:**

#### Shipping:

- To ship goods domestically and internationally ensuring accuracy of product and documentation. Assemble proper documentation such as the BOL (bill of lading) and any documents pertaining to the order.
- Arrange for best method of shipping whether via UPS, FedEx, courier, or truck.
- Fulfill part orders as needed, package parts to be shipped out.
- Ensure that packaging is sufficient to protect materials.
- Fully crate outgoing machinery. Including strapping to pallets, cutting wood for side walls, and stretch wrapping the crate.

#### Receiving:

- Receive incoming shipments of materials ensuring accuracy of product and amounts.
  - Updating Inventory management system (Syspro) with incoming receipts.
- Verify correctness of shipments against packing slip.
- Report damaged goods and shortages.
- Route goods to proper inventory locations.

#### Miscellaneous:

- Work safely. Maintain a safe and clean work area.
- Access various computerized business and shipping systems to perform routine inventory and shipping transactions.
  - Microsoft Word, Microsoft Excel, Syspro (Inventory management system), and FedEx Shiplink software.
- Maintain and shipping supplies.
- Other duties as assigned.

### **COMPANY OVERVIEW:**

Engage Technologies Corporation is the parent company of Squid Ink, Eastey, and AFM, Technologies. Squid Ink ([www.squidink.com](http://www.squidink.com)) is a manufacturer of coding and marking systems and fluids for product identification and traceability. Eastey ([www.eastey.com](http://www.eastey.com)) is a leading manufacturer of heavy-duty shrink packaging equipment and automated case sealing systems for packaging applications. American Film & Machinery ([www.afmsleeves.com](http://www.afmsleeves.com)) is a leading manufacturer and supplier of heavy-duty shrink sleeve labeling equipment, shrink tunnels, and shrink sleeve consumables.

Engage Technologies Corp. offers a competitive compensation pkg., including medical and dental benefits and company matched 401 (k) / Profit sharing. Please submit resume to [lkowalski@engagetechnologies.net](mailto:lkowalski@engagetechnologies.net). This position is located in Rogers, MN.

**Equal Employment Opportunity Statement:** Engage Technologies is an Equal Opportunity and Affirmative Action Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, color, creed, religion, national origin, citizenship status, ancestry, sex, age, physical or mental disability, marital status, family responsibilities, pregnancy, genetic information, sexual orientation, gender expression, gender identity, transgender, sex stereotyping, protected veteran or military status, and other categories protected by federal, state or local law.

## **QUALIFICATIONS:**

### Minimum Requirements:

- High school diploma or G.E.D.
- Minimum of 1-3 years related experience.
- Fork truck experience.
- Ability to operate office equipment such as telephone, copier, fax, computer, etc.
- Ability to operate general power tools (Pneumatic nail gun, Miter saw)
- Ability to check, monitor, and review information.
- Good written and verbal communication skills
- Good math skills (add, subtract, multiply, divide, percentages, ratios, etc.)
- Ability to work independently following general procedures.
- Ability to handle multiple tasks.

### **WORKING CONDITIONS:**

- Required to exert physical effort in handling objects more than 30 pounds.
- Required to stand/walk 80% of workday.
- Required to be exposed to a physical environment which involves dirt, odors, noise, weather extremes, and similar elements during most of a portion of the workday.