



Job Title: 2nd Shift Material Handler- Shipping
Department: Shipping and Receiving
Reports to: Logistics Manager
FLSA Status: Non-Exempt

Summary

The 2nd shift Material Handler is responsible for ensuring all products completed on 2nd shift are appropriately labeled and put away in the proper location. Also responsible for staging loads for upcoming trucks.

Key Job Duties:

- Ensure material produced on 2nd shift is appropriately labeled and put away in the warehouse.
- Stages loads for trucks scheduled for the next morning.
- Communicates with Shipping Coordinator daily to stay updated on upcoming trucks and other priorities.
- Understand and follow shipping/receiving procedure.
- Produce accurate and legible paperwork.
- Communicates with 2nd shift leadership throughout the shift to understanding what will be produced on the shift.
- Complete daily/weekly/monthly cycle counts of the finished goods warehouse, to include identification and resolution of any discrepancies.
- Responsible for cleaning shipping/receiving area.
- Hold responsibility for food safety.
- Understand warehouse layout.
- Attend training when offered.
- Understand the Hold policy and procedure.
- Understand FIFO and lot coding.
- Other tasks as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in a manufacturing environment is a plus.
- Excellent customer service skills. Must be positive, energetic, and outgoing with strong interpersonal skills.
- Must be highly organized, with attention to detail and ability to multitask.
- Excellent oral and written skills.
- A desire to succeed and good work ethics are required.
- Team player with a sense of urgency and a self-accountability mentality.
- A passion for excellence.
- Strong ability to take initiative and take charge of a situation.
- Hold forklift certification and scissor lift training.

Knowledge and Skills

Must possess the knowledge and understanding of basic math skills.

Must be able to read and write in English.

Must have excellent computer skills.

Must be highly proficient in MS Word and Excel.

Work Environment/Physical Demands:

100% of work is performed in an office or manufacturing setting.

Ability to sit, stand and bend.

Ability to lift to 75 pounds.

Schedule: Full-time

Shift: 2nd shift, Monday through Thursday 4:30 PM-3:30 AM, Fridays as needed



Please email Jessi Hesterman, HR Manager, at jnhesterman@enterprisecp.com to apply or stop in for an application to 100 Banta Road, Long Prairie, MN 56347. Please contact Jessi at 320-357-3505 with any questions.