

Awet Tewoldemedhin

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11:00

This position is responsible for supporting internal and external customers through accurate receiving, stocking, delivery, and shipment of materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain inventory levels by identifying, labeling, stocking and recording materials and supplies
2. Transport heavy material using a forklift both inside and outside of buildings
3. Determine production material requirements by obtaining work orders
4. Verify items and quantities on packing slips and receive or ship as necessary
5. Package materials and parts in various containers for safe shipment to internal and external customers
6. Communicate with internal customers while responding to material requests
7. Develop bills of lading (loading) and delivery forms
8. Locate materials and supplies by pulling and verifying materials and supplies listed on production or sales orders
9. Cycle count inventory as needed
10. Learn and utilize current inventory computer system
11. Sort items according to destination and verify all items match with the purchase order
12. Train and work in various areas of production in response to production demands
13. Follow verbal and written work instructions
14. Attention to detail necessary to adhere to quality standards
15. Maintain a safe and clean work environment by complying with procedures, rules, and regulations
16. Regular attendance required
17. All other duties and responsibilities that are assigned

BASIC QUALIFICATIONS

High School Diploma or GED

6+ months of experience in a manufacturing or general labor industry

PREFERRED QUALIFICATIONS

1+ years(s) of experience operating a forklift

Current forklift certification

Job Type: Full-time

Work Experience

Assambly

Express Employment Professionals - Rochester, MN

December 2021 to Present

Assemble parts and have them ready for shipping

Material Handler/Forklift Operator

McNeilus Truck and Manufacturing - Dodge Center, MN

August 2017 to March 2020

Load unload trucks, receive and shipp parts, pick and deliver parts, order and put away parts, inventory four times a year ex.....

Material Handler/Forklift Operator

Aerotek Temporary - Rochester, MN

December 2016 to August 2017

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Chicken Hanger/Rehang chicken. Stacking Trays. Package thighs, wings and drumsticks ex.....

GOLD'N PLUMP POULTRY - Arcadia, WI

January 2012 to February 2016

Hang live chicken, rehang chicken, package drumsticks wings thigh's. Move chicken fat and guts with pallet jacket to separate designation area

Education

Half of semester community college in Aircraft mechanic

Grand Rapids Community College - Grand Rapids, MI

September 2004 to January 2005

Skills

- Forklift
- Warehouse Experience
- Quality Inspection
- Order Picker
- Materials Handling
- Shipping & Receiving
- Reach Truck
- Load & Unload
- RF Scanner
- Pallet Jack
- Packaging
- Manufacturing
- Order Picking
- Microsoft Word
- Inventory Control
- Logistics
- Continuous improvement
- Communication skills
- Assembly
- Supply Chain
- Organizational skills
- Pricing
- SAP
- Merchandising
- Warehouse Distribution Experience
- Warehouse Supervisor Experience
- Heavy Lifting
- Quality Assurance
- 5S
- Purchasing
- Freight Experience
- Machining

Languages

- I Speak Eritrean, Ethiopian and English - Fluent

Certifications and Licenses

Forklift Certification