



P.O. Box 100
121 Zeh Avenue
Brewster, MN 56119-0100

Phone: (507) 842-6677
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www.mnsoy.com

Minnesota Soybean Processors

Title: Warehouse Clerk
Department: Maintenance
Reports To: Warehouse Coordinator
Revision Date: 10/30/2017

Objective:

Responsible for assisting with warehouse duties, including shipping and receiving, loading and unloading trucks, processing purchase orders, and keeping warehouses organized.

Essential job functions:

- Exhibit safe work practices as a condition of employment.
- Inspect incoming freight for accuracy and damages.
- Deliver and/or restock products to storage locations.
- Prepare items for outgoing shipment by preparing shipping documents, loading freight, and tracking shipments to ensure delivery.
- Assist in maintaining inventory in the computerized maintenance management system (CMMS).
- Perform CMMS data entry to include, but not limited to, goods issue, goods receipt, and inventory adjustments.
- Assist others with identifying and locating materials.
- Perform warehouse inventory cycle counts.
- Assist with creating part numbers and attaching spare parts to assets in the CMMS database.
- Coordinate inventory requirements between maintenance, production departments, and warehouse inventories.
- Post goods receipts on vendor packing slips and forward to accounting
- Filling requisitions, work orders, or requests for materials, tools, and maintenance items.
- Be familiar with our complete manufacturing operation and communicate effectively with all maintenance personnel, department managers, and production employees.
- Participate in monthly training classes as required on environmental, health and safety.
- Foster a culture of safe behavior and environmental compliance at all times.
- Work in an honest and ethical manner; maintain confidentiality on all business related matters.
- Physically report to work on time at their assigned locations and is seldom absent.
- Maintain a team environment with other departments at all times.
- Maintain a high level of customer service and friendly atmosphere.
- Maintain clean and orderly work areas.
- Participates in a routine on-call schedule.
- Follow all company policies and procedures
- Maintain good housekeeping in warehouse locations.
- Perform other duties as assigned or needed.

Qualifications:

Technical

- High school diploma or equivalent. Secondary education and/or certification beneficial.
- An above average degree of knowledge and mechanical aptitude.
- Sufficient knowledge to communicate with a variety of trades associated with the manufacturing facility.



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- Ability to accurately and efficiently perform basic mathematical calculations.
- Must possess valid Driver's License.
- Ability to efficiently operate a computer with an above average degree of knowledge in Microsoft Word, Excel and Outlook.
- Operate material handling equipment such as a forklift.
- Good verbal and written communication skills.
- Ability to make decisions under stress when faced with critical situations.
- Ability to be resourceful when making decisions and completing job responsibilities.

Physical

- Ability to frequently bend, squat, climb, kneel, stand, walk, handle objects, reach above shoulder level, and push/pull.
- Ability to occasionally crawl, sit, and use fine finger movements
- Ability to frequently carry/lift light to moderate loads of 25-50 lbs. and occasionally carry/lift over 50 lbs.

Working Conditions:

- Occasionally exposed to excessive noise; working around moving machinery; exposed to marked changes in temperature; exposed to dust, fumes, and gases; drive motorized equipment; work in confined quarters; and work on or around high structures

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.