



600 54th Ave, St. Cloud, MN 56303
(320) 252-8200 | www.dciinc.com

SHIPPING & RECEIVING

Everyone likes to feel pride in their work. At DCI Inc., we make that happen! DCI Inc. is a custom stainless steel fabricator located in St. Cloud, MN. We serve a wide variety of important industries across the globe, including: dairy, food, beverage, brewing, cosmetic, pharmaceutical and many more.

DCI, Inc. is currently seeking skilled TIG welders to join their team who:

- Is highly motivated & results driven
- Has excellent communication skills
- Pays attention to detail
- Has sound judgment & decision making skills
- Thrives in a team setting

Primary Objective:

Ships, receives, stores, identifies, locates, picks and issues a wide variety of parts, materials, units, tools and supplies used in the production of company products.

Equipment Used:

Able to operate hoisting equipment and hand trucks and may use woodworking and banding tools used in the shipment of material. Also operates forklift truck as required.

Material Used:

Able to work with a variety of materials, production parts, shop tools, supplies, steel as well as stainless steel bar stock, tubing, angle, sheet and plate.

Essential Responsibilities:

- Receives, identifies by job and shop order number and stores all charge direct parts and components, as determined from bills of material for subsequent issue to meet production requirements
- Receives, identifies and places in proper bin or shelf location all stores parts, components and material for future issue to meet production requirements
- Arranges stockroom regularly to accommodate a wide variety of storage situations to assure distinction between material status, ease of movement and issue, as well as efficient use of stockroom space
- Receives, stores and issues shop tools and accessories used in the various production departments as well as maintaining tool accountability, replacement requisitions and related records
- Makes spot check of inventory items as requested or at own initiative to maintain predetermined minimum inventory levels
- Issues appropriate purchase requisitions
- Services stores and tool crib windows in efficient and prompt manner to avoid production delays
- Prepares a number of forms in an accurate manner to assure proper inventory control; included are

shipping memos, bills of lading, stores issues, back orders, job return, and lot cards

- Packages and ships parts and components from stores inventory to fill customer purchases. Completes appropriate paperwork.
- Uses material handling equipment such as hoists and hand as well as power lift trucks
- Detects unusual conditions or difficulties for reporting to Supervisor
- Directs special attention to the effective organization of storage arrangement, the preparation of accurate reporting forms and documents as well as prompt movement of material in and out of stores.
- Maintains equipment and work area in a clean, orderly and safe condition
- Performs associated duties or related work as assigned



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Qualifications:

- Requires a high school or equivalent education together with a good working knowledge of stockroom procedures
- Prior work experience as Shipping / Receiving is essential
- Extensive knowledge covering company product is needed
- Ability to establish and maintain effective working relationships is essential
- Be able to complete a job related physical.
- Capable of working safely in a fabrication shop environment with overhead cranes and heavy equipment.
- Ability to lift up to 50 lbs. and stand for extended periods.
- Be able to complete a job related physical and drug test.

Benefits Include:

- Union pay rate
- Health, Dental & Vision insurance
- Life insurance
- 11 paid holidays
- 401K plan with match

First shift (M-F 7:30am-4:00pm or Tu-F 5:30am-4pm) position is currently available. Positions start at \$25.00. If you are interested in joining a dynamic organization that is committed to growth through superior products and quality, please submit a resume or apply in person.