



ENTERPRISE PRODUCTS, INC.
EXCEEDING EXPECTATIONS

MATERIAL ATTENDANT

Enterprise Products, Inc is hiring for Material Attendant Positions – all positions include full benefits and competitive pay! We are looking for multiple people to join our growing team on all shifts at our Shakopee, Chanhassen, and Eden Prairie locations.

GET A \$5000 SIGN ON BONUS! WILL BE PAID OUT ONCE JOB REQUIREMENTS ARE MET!

PAY AND BENEFITS

- Starting Pay (based on experience):
 - First Shift: \$14.33 - \$17.27 / hour
 - Second Shift: \$16.33 - \$19.27 / hour
 - Weekend Shift: \$15.58 - \$18.52 / hour
- 401K and Profit-Sharing Retirement Plan
- Medical, Dental and Vision insurance
- Paid Vacation, Sick Leave, Parental Leave and Holidays
- Tuition Reimbursement

JOB RESPONSIBILITIES: Shipping, Receiving, and Stockroom

Shipping:

- All Rosemount products, supplier returns or other material releases.
- Packages to the appropriate government and domestic levels.
- Verifies the accurate completion of all shipment documents.
- Determines freight costs on United Parcel Service and U.S. Mail.
- Ensures that all container markings are properly applied.
- Selects and schedules freight lines for shipments.
- Monitors and maintains packaging inventory.
- Process/manage all dangerous goods shipments to meet regulatory requirements for DOT, IATA, or IMDG.
- Safely operates and maintains all material handling equipment.





Receiving:

- Reviews shipment for obvious damage upon receipt. Documents visible damage; takes pictures and notes issues on freight carrier paperwork.
- Notifies the traffic department of discrepancies. Holds material for disposition.
- Uncrates material and separates it by item number.
- Verifies material received is material ordered.
- Inputs receiving data into Oracle system. Maintains accurate inventory, lot integrity, and Country of Origin.
- Verifies PO requirements. Monitors material overages, shortages, and early shipments.
- Works with the buyer to resolve supplier discrepancies (Procurement DP1010-5).
- Communicates International/Customs delivery issues/schedules with the International Traffic group. Moves inventory to designated location.
- Delivers MRO and non-production material to designated mail stop.
- Assists in locating lost material (internal/external). Receives all other noninventory items including large equipment requiring forklift skills or special handling.
- Contacts freight carriers as needed. Monitors dock security. Maintains daily equipment inspection records and performs general maintenance as required.
- Provides training to other material attendants as requested.
- Safely operates and maintains all material handling equipment.
- Performs work of a miscellaneous nature as required.

Stockroom:

- Performs all tasks to receive, store and distribute material per applicable DOP's and weekly cycle count requirements.
- Reconciles variances between inventory systems Warehouse Advantage/Oracle and all temporary Oracle sub-inventories used by Receiving, Inspection, and Production.
- Obtains certification to safely operate general and specialized wire guided equipment.
- Performs Receiving functions for materials and Literature directly delivered from the supplier to Distribution Stores.
- Maintains accurate inventory, lot integrity, and Country of Origin.
- Monitors discrepancies of internal documents and assist in the notification and amendment of documents with Purchasing, Receiving, Inspection, and Production.
- Accurately converts different units of measure when conversion factors appear on the Receipt Traveler.
- Delivers all production materials to appropriate product lines.
- Monitors shelf-life material and assists in issuing hazardous/non-hazardous material.





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- Maintains daily inspection records and performs general maintenance or trouble shoot material handling and system equipment.
- Provides training to other material attendants as requested. Performs work of a miscellaneous nature as required.

REQUIREMENTS

- Solid work history showing record of dependability
- Must be 18 years of age
- At least one (1) years of shipping and receiving or stockroom experience required, and additional training will be provided – you will be given the mentorship and tools needed to be successful
- Authorized to work in the United States
- Positions are contingent upon successful completion of pre-employment screening
- Communicate in English without an interpreter
- Physical requirements:
 - Must be able to stand for 80% of the shift
 - Be able to frequently move equipment and products weighing up to 25 pounds

OPEN SHIFTS

- First Shift:
 - Monday – Friday, from 6:30am to 3:00pm
 - Monday – Thursday, from 4:30am to 3:00pm
- Second Shift:
 - Monday – Thursday, from 3:00pm - 1:30am
- Weekend Shift:
 - Friday – Sunday, from 5:30am to 6:00pm (36 hours)

HOW TO APPLY

Please fill out this [application form](#) and send it to us at info@enterpriseproductsinc.com. We will contact to you as soon as your application has been processed. Should you have any questions, feel free to reach out to us at the same email address.

