

## **Warehouse Office/Administrative Clerk– Lakeville, MN**

Progressive Rail Inc. is looking to add warehousing Office/ Administrative team members in our Lakeville, MN location.

### *The candidates duties include:*

- Prepare documentation for inbound/outbound shipments
- Review, verify and enter incoming and outgoing orders, materials with proper documentation
- Troubleshoot discrepancies and seek assistance on complex problems
- Assist with responding to daily questions concerning warehousing, inventory, production and customer service.
- Investigate inventory problems and work with team to determine a solution
- Ensure compliance with operating policies and procedures to maintain a safe, clean and efficient work environment
- Assist with maintaining a clean and safe working environment which may include janitorial or housekeeping tasks
- Perform other duties as assigned

### *Basic Qualifications:*

- Knowledge of material handling/warehouse processes
- High School Diploma for GED Equivalent

### *Preferred Qualifications:*

- Experience with SAP
- Strong customer service skills
- Communicate effectively across the organization in both written and verbal formats
- PC skills: Microsoft Office applications (Word, Excel) and other applicable applications, preferred
- Understanding of documents and forms related to the shipping process
- Understanding of practices related to opening and closing orders, returned materials, and related processes
- Experience in a warehouse, shipping, or receiving role

### *Professional Skills Requirements:*

- Problem solving skills
- Strong organizational skills
- Able to pay attention to detail

This position is a full-time position located in Lakeville, MN

We offer a competitive wage and benefits package including 401k with match, health, vision, and dental insurance, Railroad Retirement, short term/long term disability, and employee incentive or bonus programs.

***We are proud to be an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, veteran, marital, or disability status.***

***We maintain a drug-free workplace and perform pre-employment substance abuse testing***