

Shipping & Receiving Clerk

La Machine Shop is a well-established precision machining company in Ham Lake, MN. We are AS9100D and ISO 9001:2015 certified. We serve aerospace, military, industrial, and food service industries.

Bring your manufacturing, shipping, and receiving experience to a growing company. We are seeking a detail-oriented, dependable professional with expertise in inventory control, material handling, and customer shipments in a fast-paced, quality-intensive manufacturing environment.

The ideal candidate will have previous experience coordinating outbound freight, maintaining accurate inventory records, and supporting quality control by ensuring materials and finished parts are checked, counted, packed, shipped per customer requirements, and inventoried.

This is an excellent opportunity for an experienced shipping and receiving professional who takes pride in accuracy, organization, and delivering exceptional service to both internal teams and customers. As a key member of our operations team, you will play a key role!

Expected Work Schedule: Monday-Thursday 6 am-4:30 pm, Fridays, 6 am – 11 am (based on workload).

Wage Range: \$23.00-\$28.00 per hour, non-exempt, full-time.

Primary Responsibilities:

Receiving:

- Receive and inspect incoming orders from the quality department.
- Verify job completeness.
- Communicate defects, errors and omissions to the quality department.

Shipping:

- Prepare finished products for shipment according to customer specifications and company procedures.
- Package parts to prevent loss or damage during transit using proven packaging practices.
- Generate packing slips, bills of lading, shipping labels, and export documentation as required.
- Coordinate shipments with carriers including UPS, FEDEX, LTL Freight, and other designated providers.
- Verify finished goods match customer orders and shipping requirements.
- Maintain shipment records and tracking information.



Inventory Control:

- Maintain accurate inventory records for finished and unfinished parts.
- Monitor stock levels and communicate shortages to management.
- Ensure proper identification and traceability of stock and Kanban parts.
- Order shipping supplies.

Quality and Compliance:

- Follow quality management procedures and work instructions.
- Verify certification and inspection documentation accompany shipments when required.
- Maintain compliance with company safety policies and OSHA regulations.
- Keep the shipping and receiving department areas clean and organized.

General Support:

- Support continuous improvement initiatives and 5s principles.
- Assist the sales department in meeting customer requirements.
- Perform other duties as assigned.

Required Qualifications:

- High school diploma or GED.
- Minimum of 2 years of shipping and receiving experience in a manufacturing facility.
- Basic computer skills, including Microsoft Outlook, Excel and ERP software.
- Ability to read purchase orders, packing slips, Travelers, and shipping documents, etc.
- Ability to use measuring equipment such as tape measures, part count scales, etc.
- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Ability to work independently or part of a team.
- Eagerness to learn.

Preferred Qualifications:

- Experience in a machine shop, metal fabrication or manufacturing environment.
- Experience using ERP systems for inventory and shipping transactions.
- Familiarity with UPS Worldship, FedEx Ship Manager, or similar shipping software.

Physical Requirements:

- Ability to stand, walk, and move throughout the facility for extended periods during the workday.
- Frequently lift, carry, push, and pull materials weighing up to 30 pounds.
- Occasionally lift materials weighing more than 30 pounds with team assistance or material handling equipment.



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- Ability to bend, stoop, kneel, squat, reach and climb as needed to access inventory and shipping materials.
- Ability to load, unload, package, and move packages.
- Capability to use computers, and shipping software to process orders and inventory transactions.
- Manual dexterity sufficient to handle small parts, packaging materials, labels and shipping paperwork.
- Ability to work in a manufacturing environment.
- Must be able to wear PPE as required.
- Work overtime as required.
- Valid identification to work legally in the United States
- Ability to commute to our facility in Ham Lake, MN.

Why you'll like working at La Machine Shop

Comprehensive Benefits Package

- Medical, dental and life insurance
- Health Savings Account
- 401(K) Retirement Plan with a 5% match

Performance-Based Rewards

- Opportunity to earn quarterly bonuses
- Paid time off
- 6 paid holidays each year

Career Growth and Development

- Ongoing opportunities to learn, grow, and to teach others
- Advancement opportunities

Workplace Comfort & Culture

- Collaborative, employee-focused culture rooted in strong values
- Air-conditioned environment
- Organized and cleaned based on 6S principles