



Logistics / Shipping Supervisor

Posted: September 29, 2017

Thermo-Tech Windows, a growing vinyl window and door manufacturing company in Central Minnesota, has a new opening for a Logistics / Shipping Supervisor. This individual will be responsible for Customer Fulfillment activities including scheduling drivers and routes to ensure maximum customer satisfaction with on time deliveries at the lowest cost. Additional responsibilities include assuring proper storage and maintenance of locations for the finished goods and products within the plant.

Education:

High School Diploma or equivalent
Two Year degree required / Four year degree preferred

Experience:

Three years in logistics / transportation coordination
Three years of factory related experience in warehouse or distribution
Two years previous supervisory experience desired

Skills and Knowledge:

- Ability to lead a work group.
- Shipping and Receiving experience
- Ability to organize and prioritize time to balance conflicting demands.
- Strong written, verbal and interpersonal communication skills with all levels of staff.
- Customer service focus with the ability to build and maintain strong working and vendor relationships.
- Ability to work self-directed and as a flexible team player.
- Ability to adapt to change in a dynamic and fast paced environment.
- Computer proficiency with:
 - Microsoft Office Products (or similar programs)
 - Load building and dispatch software
 - ERP systems
- Familiarization with Federal Motor Carrier Safety Regulations and other related regulatory requirements of the industry.
- Able to deal effectively with various personality types and cultures

Please send resume along with salary requirements to:

Thermo-Tech Windows LLC

Attn: Human Resources

1120 38th Avenue Northeast

Sauk Rapids Minnesota 56379

Or email them to: jobs@thermo-techwindows.com