

Thermo-Tech Premium Windows and Doors is a leading manufacturer of vinyl windows and doors located in central Minnesota. As a dynamic and growing company, we offer exceptional career opportunities with performance-based compensation and benefits in a team-oriented, family-friendly working environment. Thermo-Tech seeks individuals with proven leadership, organization, and team-building skills. Applicants must be highly motivated with a strong work ethic and a desire to learn. Experience in window manufacturing is a plus.

Material Handler

Posted: January 27, 2022

Job Category: Materials

Full-Time

Sauk Rapids, MN, USA

The Material Handler is responsible for the accurate, safe, and efficient movement and storage of materials to support the business needs of the manufacturing operation. Operates gas forklift trucks to move, stack, load, or unload materials in and about the facility. Uses hand tools, forklifts, pallet trucks, and two-wheeled carts. Responsible for maintaining computerized inventory records and cycle counting.

Essential Functions:

- Loads and unloads trucks making sure to always secure the load.
- Supplies production areas with parts.
- Rotates functions within the department as needed and assigned by Supervisor. Works as a contributing member of the team.
- Performs all functions according to sound safety principles, company policies and procedures.
- Inspects equipment daily per guidelines prior to use.
- Performs periodic cycle counts to maintain accurate records.
- Completes all necessary paperwork and documentation neatly, timely and accurately including quality reports, timecards, etc. Enters data and maintains computer record information as directed.
- Maintains good housekeeping in the department.
- Monitors product constantly to assure quality standards are being met and rejects product that does not meet quality standards.

Qualifications:

- High School Diploma or equivalent
- One year material handling experience preferred
- Must have valid MN Driver's License
- Ability to obtain Forklift Certification
- Knowledge of manufacturing process and inventory flow
- Familiar with Microsoft Office Products such as Word and Excel Spreadsheets
- Able to deal effectively with various personality types and cultures

Full-Time

Schedule:

Monday – Thursday 6:00am to 4:30pm **

**If overtime is needed, it is mandatory, and will be worked on Friday and/or Saturday starting at 6:00am and working until work is completed, but no later than 4:30pm.

Pay: \$17.50+/hr

Please send resume to:

Thermo-Tech Windows LLC

Attn: Human Resources

1120 38th Avenue Northeast

Sauk Rapids Minnesota 56379

Or email to: jobs@thermo-techwindows.com