

Shipping Loader Lead

Posted: October 6, 2020

Thermo-Tech Windows, a growing vinyl window and door manufacturing company in Central Minnesota, has a new opening for a Shipping Loader Lead. The Load Leader is responsible for all truck loading activities including Thermo-Tech trucks and common carrier shipments. This individual will give daily work direction to the Truck Loaders in order to support delivery schedules. This position is also responsible for providing complete and accurate shipment record paperwork, assist in training of employees and participating in efforts to meet and continually improve the department's quality, productivity and safety. This individual will also serve as a backup to the Shipping/Logistics Supervisor in creating routes and coordinating activities for the department.

Education: High School Diploma or equivalent

Experience: 3 Years Material Handling or Distribution, with some supervision of employees

Licensing and Certification (preferred but not required): Valid MN Driver's License, with DOT Medical Certificate and willingness to obtain a Class A CDL endorsement

Skills and Knowledge:

- Ability to lead a work group
- Ability to effectively communicate
- Ability to organize and prioritize time to balance conflicting demands
- 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, and ERP
- Able to deal effectively with various personality types and cultures
- Working knowledge of inventory flow
- Shipping and Receiving Experience
- Willingness to obtain Forklift Certification
- Familiarization with Federal Motor Carrier Safety Regulations and other related regulatory requirements of the industry

Please send resume to:

Thermo-Tech Windows LLC
Attn: Human Resources
1120 38th Avenue Northeast
Sauk Rapids Minnesota 56379

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