

Shipping Loader / Stager

Job Category: Supply Chain
Full-Time or Part-Time
Sauk Rapids, MN, USA

This position is responsible for loading and unloading of company vehicles in accordance with safety, quality, and quantity standards. This position is also responsible for the accurate, safe, and efficient movement and storage of materials to support the business needs of the warehousing operation.

Essential Functions:

- Optimally load trucks by hand in an organized and safe manner
- Ensure all products are scanned accurately to the truck
- Monitors product constantly to assure quality standards are being met and rejects product that does not meet quality standards
- Utilizes computer equipment to complete orders on staging computer, look-up information, scan windows, and enter tag information
- Ensure correct shipping of products to our customers occurs safely, accurately, and damage free
- Complete all necessary paperwork and documentation neatly, timely, and accurately including quality reports, timecards, etc.
- Assemble shipping crates and prepare common carrier shipments as directed, taking care to package product to effectively guard against shipping damage
- Be able to work in a safe manner and follow safe work practices and policies
- Engage in cross-training to maintain flexibility and adaptability to support the department functions
- Operate manufacturing equipment and use hand tools as required
- Support a respectful workplace

Qualifications:

- Perform tasks requiring repetitive motion and standing for extended periods
- Ability to lift and move fully manufactured windows and doors
- Ability to read and understand reports and a willingness to cross train on several operations
- Dependability and punctuality
- Basic computer skills
- Ability to work self-directed and as a flexible team player
- Ability to adapt to change in a dynamic and fast paced environment
- Able to deal effectively with various personality types and cultures
- Ability to communicate successfully
- Prefer candidates with manufacturing/shipping experience and a high school education

Please send resume or completed application to:

Thermo-Tech Windows LLC

Attn: Human Resources

1120 38th Avenue Northeast

Sauk Rapids Minnesota 56379

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