



Position: Shipping & Receiving Warehouse Lead

Location: Sauk Rapids, MN

Exemption Status: Exempt

Division/Department:

Date: September 24, 2020

Posting Date:

Position summary:

Under moderate supervision, incumbent is responsible for performing a variety of warehouse duties such as receiving, returns, shipping, picking, packing, checking, and stocking of goods and ensuring that orders are filled and shipped accurately and efficiently, continually striving for improved customer satisfaction. Provide work instruction and direction on daily activities of warehouse staff.

Primary responsibilities:

- Responsible for training new warehouse associates in duties and responsibilities in the safe use of equipment according to company policies. Observes performance to correct behaviors as necessary.
- Responsible to assist warehouse personnel with the efficient execution of order filling, receiving, stocking and returns.
- May oversee shipping and general operations (UPS, emergency orders or general deliveries). Responsible for creating shipping documents, selecting appropriate carriers and ensuring shipments go out accurately and on time.
- Continues to perform as an individual contributor completing advanced tasks and decision making with detailed knowledge of the position and procedures.
- Provides day-to-day tactical direction and guidance to warehouse associates. Responsible for daily workloads. Coordinates and recommends efficiencies to workflow.
- Manages heater inventory; including monitoring levels.
- May use forklifts, reach trucks, pallet jack and/or other motorized equipment to move inventory along with staple guns and manual bander to package product.
- Complies with all appropriate policies, procedures, safety rules, and state regulations.
- Backup to the shipping and receiving Manager as needed.
- Performs related duties as assigned.

Qualifications and skills:

High School diploma or GED

Previous experience providing shipping/receiving work direction

Knowledgeable in Microsoft Excel and Word

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Experience with transportation software/websites
Operate forklift, pallet jack and order picker
Ability to work independently/ Excellent attendance record
Perform repetitive task
Able to follow written and verbal work instructions
Must be able to lift up to 50 lbs.
Customer orientated and team player
ERP experience a plus

Reporting Relationship

Shipping and Receiving Manager

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent sitting, standing, talk or hear. Use hands to handle or touch objects or controls. Must be able to lift up to 50 lbs repeatedly and stand for up to eight hours a day and stay focused on repeated tasks.

Workdays are Monday through Friday, 8:00 a.m. to 4:30 p.m. and overtime as needed or required.

About Us

Pinnacle Climate Technologies (PCT) invents, develops and manufactures heating and ventilation solutions through commercial, industrial, agricultural, DIY and other retail channels throughout the world. With manufacturing in North America and Asia, PCT serves a diverse customer base in over 25 countries, on every continent. With brands that include Master®, Schaefer®, Remington®, ProTemp®, Americ®, and STANLEY®, PCT is positioned as the global leader in industrial/construction heat, and portable ventilation products. For more information visit www.pinnacleclimate.com

Why Join Us

Our brands, both young and mature, now have 65 years of experience to draw upon as they optimize manufacturing efficiency, perfect distribution, and lead the industry. And with that, we're now able to innovate faster and more effectively deliver the highest-quality products to the marketplace. As a result, Pinnacle Climate Technologies is home to brands that are recognized worldwide for reliability, durability, and innovation. At Pinnacle–We make it possible.

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Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin or other legally protected classifications.

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