



## **Material Loader**

### **Job Description**

We are seeking a shipping and materials handling associate looking for full-time employment! This is a great company offering competitive pay structure and long-term growth opportunities within the organization.

Under general direction of the Shipping and Receiving Supervisor and Shipping Coordinator, this position is responsible for proper loading of all Paradigm Windows Solutions trucks, ensuring orders are complete, maintaining warehouse cleanliness, resolving any load report issues, and driving trucks and forklifts (for transporting materials, as required).

Paradigm Windows offers a progressive pay increase structure along with competitive benefits and bonus options.

### **Schedule**

**Monday-Friday** *mandatory overtime on Saturdays and Sundays per business demands.*

**Scheduled Hours:** 8:00 a.m. to 5:30 p.m.: Some shifts may run over scheduled out time.

### **Duties and Responsibilities:**

- Interacts with vendors and customers, and coworkers in a positive and professional manner.
- Ensures carts are made and ready for packaging and returns carts to appropriate location when empty.
- Performs all loading activities including verification of complete orders and ensures that no products are damaged.
- Operates departmental vehicles as needed.

### **Preferred Skills and Experience**

- Thorough knowledge of material procedures, shipping procedures and truck loading.
- Ability to work through routine discomforts from exposure to moderate levels of heat, cold from working in the warehouse facility
- Knowledge of safe work habits necessary for departmental staff to perform their duties injury free such as proper lifting techniques and use of company equipment.
- High school education or GED
- A minimum of two to four years of shipping/warehouse experience is desired, but the Candidate will be trained and certified on appropriate equipment
- Considerable physical exertion required involving bending, stooping, lifting or carrying heavy items 75-100lbs



- Experience operating tow motor and forklift preferred.

### **Physical Demands and Working Conditions**

- The employee must regularly lift and or move up to 50-75 pounds and possess the ability to judge when help is needed.
- The employee must be able to work in a fast-paced environment.
- Must be able to stand and/or walk for 10 hours
- The employee is regularly required to balance, stoop, crouch, or crawl and talk as well as hear.
- While performing the essential duties of this job the employee is frequently required to use hands to finger, handle or feel, reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job the employee is regularly exposed to fumes or airborne particles and vibration.
- The employee is frequently exposed to moving mechanical parts.
- The noise level in the work environment is moderately loud.
- Temperatures can be hot or cold according to the season.
- Must have good hand dexterity and attention to detail.

### **Benefits (Full-Time)**

- **401(k) matching** |\* Dental, Vision, & Health insurance |\* **STD, LTD insurance** |\* Employee discount |\* **Flexible Schedule** |\* Company Life insurance |\* **Paid time off** |\* Partial Tuition reimbursement |

### **Company Info/Culture**

Founded in 1981, Paradigm has been providing premium quality, Energy Star® rated vinyl windows and doors for the new construction and remodeling industry, for both commercial and residential properties.

We proudly set ourselves apart from the competition by devoting 100% focus to our people & customers.

“Why Paradigm?” Because we care. Because we are committed to excellence & stand behind every window and door that leaves our factory!3