Shipping and Receiving Manager

Our Company

Warming Trends designs, manufactures, and distributes superior outdoor gas fire features. Our main office is in Englewood, Colorado, about 20 minutes south of downtown Denver. With patented, competitively advantaged and United States made products, we have created a company that has proven itself to be an innovative industry leader. We appreciate every opportunity we are given to contribute to our customers' outdoor living environment and lifestyle. Visit our website at www.warming-trends.com to learn more.

Along with our product, our employees seek to delight our customers and help drive our successful brand.

As Warming Trends continues to expand, the Company is committed to investing in our team members, as we seek members whose performance can match that of our CrossFire burner systems.

Job responsibilities (STEEL TOE SHOES REQUIRED) – up to and including, but not limited to:

- Communicate regularly with departmental managers.
- Confirm and record the receipt/ shipment of orders.
- Prepare items for shipping.
- Load and unload trucks.
- Verify packing lists for accuracy.
- Notify billing department of any back ordered items before shipment.
- Notify customers and sales representatives of shipment info including tracking numbers and orders ready for will call.
- Responsible for managing the inter-departmental transport of materials.
- Works with carriers regarding rates and claims.
- Has authority for personnel actions and oversees most day to day operations of group.
- Familiar with a variety of the organization's concepts, practices, and procedures.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Performs a variety of tasks. A wide degree of creativity and latitude is expected.
- Will perform production team member duties at times.
- Contribute to team effort by performing additional tasks as needed.

Starting pay is $18-21 per hour DOE

$1000 Sign-on Bonus after completion of 90 working days