



## **Branch Manager-Latimer**

### **Job Summary**

Our fast-growing company is currently in need of a responsible individual to fill the position of Branch Manager. This position will oversee the day to day operations of our Latimer facility. This position will perform a wide array of duties around the manufacturing and transport of dry ice. This position is a 12-hour shift Monday-Thursday with one additional day every other weekend. Opportunity for more hours if desired.

### **Responsibilities**

- Supervise all other branch staff and external contractors
- Ensure that all production schedules are met and proper record keeping is being done.
- Manage the upkeep of building, equipment and supplies to meet all health and safety standards
- Coordinate system repairs and monitor system performance
- Cutting dry ice to customer specifics
- Shoveling and packaging dry ice during the manufacturing process
- Labeling, strapping, and staging of dry ice for loading
- Cleaning and sanitizing large industrial containers
- Safe forklift operation
- General industrial housekeeping activities
- Safety for yourself and others
- Observation of Safety Principles
- Other manufacturing/production-related duties as assigned

### **Qualifications**

- Must have a positive attitude be self-motivated and possess a strong work ethic
- Willing to perform wide range of tasks
- Operate fork lift safely
- Able to frequently lift 60lbs
- Demonstrated ability to work on a team
- Attention to detail with a focus on quality
- Desire/ability to work successfully in a small company environment
- Class B CDL (box truck not semi-truck) ideal – Burttek will pay to get licensed if not already
- Must provide two verifiable work references

### **Salary and Benefits**

- Hourly wage plus overtime
- Starting wage at \$18-\$20 an hour based on qualifications
- Benefits include group health insurance, vacation/personal time, opportunities for advancement

**Burttek Dry Ice is an Equal Opportunity Employer**