



TITLE: Packer

DEPARTMENT: Factory

REPORTS TO: Group Leader

COMPENSATION: Wages based on experience

BENEFITS: Medical, dental, vision, life insurance, long and short term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, onsite fitness center, dependent tuition assistance and much more.

Performs manual packaging operations to fill, mark, label, band, tie, pack and wrap containers with products and materials. Inspects packaged items for quality and conformance to specifications.

General Responsibilities:

- Plan, assemble and pack crates, boxes and cartons and other packaging containers
- Band, seal, nail, wrap and label containers
- Fill customer orders in accordance to specifications
- Read orders to identify items to be pulled
- Monitor inventory and coordinate with purchasing to maintain stock; then restocks inventory
- Process UPS and FEDEX shipments and special shipping requests
- Examine parts before shipping to insure quality. May have to touch up parts to meet quality standards
- Respond to "quality cards" and adjust packing procedures to insure accuracy if shipments
- Coordinate with Customer Service and other departments regarding order information
- May assist in other factory departments as required

Basic Requirements:

- High school education
- Prefer shipping and packing experience
- Must wear all safety equipment as required
- Occasionally lift and push materials in excess of 50 pounds
- Must be able to communicate with factory supervision effectively

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