



Packaging Assistant

Position Summary: Prepares games for shipment by performing the following duties.

Responsibilities:

- Assembles wooden or cardboard containers
- Inserts items into containers
- Nails covers on wooden crates and binds games with metal tape
- Stamps, stencils, or glues identifying information/shipping instructions onto crates or containers
- Posts serial numbers, sales order, coin-mechanism information into log
- Examines outgoing shipments to ensure shipments meet specifications
- Maintains inventory of shipping materials and supplies
- Prepares pallets for all games that arrive on wheels for proper shipment
- Operates forklift or uses hand truck to move, convey, or hoist shipments from shipping platform to the container storage or to container loading/truck
- Operates forklift or uses hand truck to move, convey, or hoist shipments from container storage to shipping container, or to truck trailer for actual shipment
- Actively participates in the Continuous Improvement process
- Responsible for organization of the shipping storage area
- Helps in other areas of production as needed

Education/Training:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or a combination of both

Knowledge/Skills/Abilities:

- Organized, Dependable & Reliable
- Required: working knowledge of personal computers and common software
- Understanding of ERP system (Syteline) is a plus
- Ability to establish priorities, work independently and proceed with objectives with limited supervision
- Work environment is very fast paced; individual must be able to adjust work tempo to match customer demand
- Knowledge of Tape Guns, Banding Equipment, Shrink Wrap Apparatus

Travel Requirements:

- No travel required

Physical Requirements:

- While performing the duties of this Job, the employee is regularly required to stand; stoop, kneel, crouch, or crawl and talk or hear.
- The employee is frequently required to walk; reach with hands and arms and climb or balance.
- The employee must regularly lift and /or move 25 – 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Materials and Equipment Utilized:

- Tape gun, banding equipment, shrink wrap apparatus, utility knife, impact driver, chop saw, computer, forklift (if certified)

Working Environment:

- Manufacturing environment
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and high, precarious places
- The noise level in the work environment is usually moderate.