



Job Description - Packer/Warehouse Associate

Position Summary: This position is a full time job responsible for the packaging of large/heavy industrial equipment into boxes and wooden crates as well as packaging smaller items and general warehouse duties. Work hours are from 8am - 4pm Monday through Friday in our Ferndale, MI warehouse.

Responsibilities:

- Follow written instructions and work as part of a team to pack large industrial parts and smaller parts
- Perform production duties such as manual lifting, packaging, taping, assembly of crates, and boxes as well as labeling operations and sorting
- Take inventory via counting
- Move product and inventory using a forklift
- Load and unload trucks
- Enter information into the computer for receipts, and BOLs
- Break down cardboard for recycling and place in baler
- Clean up warehouse as necessary

Physical Demands:

- May be required to stand for long periods of time
- May involve some repetitive motions
- Must be able to lift up to 75 pounds
- May also engage in frequent bending, stooping, squatting, pushing, and pulling of parts and part containers

Requirements:

- Must be reliable, report to work on-time daily and have a strong attention to detail
- Understand and follow basic verbal and written instructions
- Effectively communicate information and respond to questions
- Possess basic mathematical skills: addition, subtraction, multiplication, division and fractions
- Perform basic visual quality inspections on products
- Maintain the production pace of other team members
- Utilize power tools and various equipment as needed to perform duties
- Must have valid driver's license and be certified or become certified in operation of forklift
- At minimum, must have a high school diploma or GED and must be able to read, write and speak English.
- Will be required to complete a background check and drug test
- Must be vaccinated Covid-19