

Since 1928



**HOWARD
INDUSTRIES**
Architectural Signage Systems

Job Description – Interior Packing & Shipping

The creation of custom packaging is necessary for most of the finished projects that leave the company. Careful packaging ensures fewer returns from damage and breakage. This is also the last step in the quality control process. High quality standards and careful inspection guarantee improved customer satisfaction.

Education/Experience

Minimum:

- A high school degree or GED equivalent is required
- Three (3) years of experience in manufacturing packing & shipping

Major Responsibilities

- Thoroughly inspect all Interior Signage after assembly and follow all quality control processes
- Thoroughly inspect packaging of completed signage to guarantee superior quality
- Schedule packaging sequence according to shipping report
- Use the shipping vendor's site to process shipping as well as give estimates of shipping cost to the sales team
- Take the lead, give direction, help solve problems and motivate workers who perform similar duties
- Examine incoming materials and supplies to ensure correct amounts and that goods are free of shipping damage
- Required to lift items up to 50lbs. on a routine basis

Universal Tasks and Responsibilities

- Inspect finished product for any quality defect or deficiency
- Report defect and/or return product(s) to proper department for rework
- Assembles orders for shipment, counts, weights and checks against shipping order
- Measure product(s) to prepare packaging materials for the proper dimensions
- Box or crat product(s) assuring their safety during shipping
- Receive instructions and work specifications from supervisor and transmit them to other workers

Competencies/Skills

- Planning
- Proficient in reading/using tape measurer
- Attention to detail
- Quality assurance methods
- Dexterity with hand and machine tool equipment
- Interpersonal relations
- Allocates resources and personnel efficiently
- Accomplishes tasks thoroughly
- Establishes methods to effectively monitor the results of delegated assignments
- Strong math skills
- Maintain effective communication with co-workers
- Guides workers in achieving tasks and attaining goals
- Experience with hand power tools
- Fork truck license a plus