

Since 1928



HOWARD INDUSTRIES

Architectural Signage Systems

Job Description – Packing & Shipping

The creation of custom packaging is necessary for most of the finished projects that leave our facility. Careful packaging ensures fewer returns from damaged and/or broken products. This is also the last step in the quality control process. High quality standards and a 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 packaging of completed signage to guarantee superior quality
- Schedule packaging sequence according to shipping report
- Take the lead, give direction, help solve problems and motivate workers who perform similar duties
- Communicate proficiently with our logistics company to schedule trucks to haul freight
- Examine incoming materials and supplies to ensure correct amounts and that goods are free of shipping damage

Universal Tasks and Responsibilities

- Inspect finished product for any quality defect or deficiency
- Report defect or returned product to proper department for reworking
- Assemble orders for shipment, counts and weights and check it against shipping order
- Measure product to prepare packaging materials for the proper dimensions
- Box or crate product(s) assuring its safety during shipping
- Receive instructions and work specifications from supervisor and transmit them to other workers
- Train inexperienced temporary and/or permanent employees in the packaging department
- Unload and document all inbound shipments

Competencies/Skills

- Planning
- Proficient in reading/using tape measure
- Attention to detail
- Quality assurance methods
- Dexterity with hand and machine tool equipment
- Interpersonal relations
- Allocates resources and personnel efficiently
- Accomplish tasks thoroughly
- Establish 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 panel saw, chop saw and air nail gun
- Fork truck license is a plus