

California Job Order Bulletin Board Print Document

Job Order: **16148905**

Print Date: **10/16/2018 2:49:03 PM**

Job Title: **Packer/Loader Entry**

Type of Job:

Job Time Type: **Full Time (30 Hours or More)**

Job Description: **Job Purpose:**

Packs product for shipment in boxes or crates, as specified. Secures contents to bottom of box or crate to prevent shifting or breakage.

Essential Functions:

- Packs, wraps, secures and labels containers for shipping purposes.
- Operates glue gun to secure or label containers.
- Checks product for quality and completeness.
- Maintains work area clean and organized.
- Replenishes packaging supplies such as wrapping paper, labels, boxes, cartons, and glue.
- Works at different workstations to meet production requirements.
- Works under direct supervision on duties and tasks that are standardized, selecting from written instructions and established procedures.
- Know how to use the glue gun.
- Must be able to work in a team of five to seven employees.
- Follows all of the safety regulations and procedures.
- Performs other duties as assigned.
- Performs overtime as assigned.

QUALIFICATION GUIDELINES

Required Qualifications:

- Furniture manufacturing background is a plus.
- A minimum of 1 year of prior experience.
- Must attend safety meetings.
- Must have good working ability with hand tools.
- Ability to become familiarized and know the different colors and measurements stated on the work order.
- Applies advanced skills in procedures, techniques, tools, materials and/or equipment, as appropriate to area of specialization.
- Must have developed working ability with hand tools.
- Knowledge of the different colors, carton sizes and measurements of products.
- Need to be flexible with required working hours, including Saturdays
- Learning about different jobs that are processed with proper identification.
- Must be flexible with required working hours, including overtime.
- Must be flexible within the department and willing to flex to other departments as needed.

Physical Requirements:

Must be able to lift a minimum of 50 pounds varying from floor to above shoulder level. Must be able to withstand 8 to 10 hours on a concrete surface. Will be using hand tools such as a glue gun and plastic wrap. Assemble carton boxes of various sizes. Must wear applicable and proper protective equipment including, but not limited to, protective eye and/or hearing equipment to safely perform job duties. Will occasionally be exposed to chemicals, dust, heat, cold, gas, and/or fumes. Must be able to adjust physically to normal plant environmental conditions (above moderate heat and cold) and to adapt to quickly to physical applications requiring varying motor skills.

If you are interested in a position where you will make a significant contribution to a team, apply directly to our career center:

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APPLY

Requisition # 1452

Minimum Age:

Hiring Requirements:

Education Level: **No Minimum Education Requirement**

Requires a Drivers License: **No**

Pay Comments: **DOE (Depends on Experience)**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, 401K**

Job Application Methods Accepted: **Via Company Website (Address provided below)**

Company Website: **https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=22866b14-9feb-4aff-82ce-3a502a29d90f&ccId=19000101_000001&jobId=240733&lang=en_US&source=CC4**

Application Comments:

Employer Information:

Virco Mfg. Corporation

2027 Harpers Way

Torrance, CA 90501

Contact: **Sandra Donahue**

Phone: **(310) 533-0474 ext 3213**