



Reliance Packaging

A division of the Sigma Plastics Group

SHIPPING ASSISTANT

DEPARTMENT: Shipping
JOB TITLE: Assistant
REPORTS TO: Plant Manager / Production Manager

PURPOSE: Support production and other shipping/receiving personnel and perform general warehouse functions.

JOB DUTIES:

1. Understand and follow safe work practices.
2. Wrap finished pallets and make sure that they contain proper labels.
3. Bale and scrap by grade: clear and mix. Track the scrap tickets that go with each bale and turn them in on a daily basis.
4. Unload all incoming trucks. Receive in all merchandise to proper location. Record each transaction in the receiving log. Issue a receiving ticket on each packing list or shipping list received. On a daily basis give information to appropriate party.
5. Load trucks with finished goods or designated items and provide a bill of lading detailing what has been loaded.
6. Maintain trailer inspection log for incoming and outgoing loads.
7. Keep the loading area, both inside the plant and outside the plant, clean and free of debris.
8. Monitor trash container and notify appropriate party when container is full and needs to be emptied.
9. Perform other related duties as directed by the Plant Manager, including but not limited to: housekeeping and assisting other employees in the performance of their jobs.
10. Work in a team environment and conduct yourself in a professional manner when working with other employees and/or contractors.
11. Cycle count and physical inventories as necessary.
12. Ensure Safe Manufacturing Practices are being followed on a daily basis.

MINIMUM KNOWLEDGE/EDUCATION REQUIREMENTS:

- High school diploma or equivalent or 3 years of experience
- Basic computer skills
- Ability to do basic math
- Ability to read a tape measure

ABILITIES REQUIRED:

- Ability to lift up to 50 pounds
- Ability to stand for long periods on hard surfaces
- Ability to perform in an environment that is not climate-controlled

DISCLAIMER:

The above information has been designed to indicate the general nature and level of work performed by employees within this classification and is subject to change with or without notice. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.