



**Shur-Co®**  
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[www.SHURCO.com](http://www.SHURCO.com)

**Job Title:** Packaging Operator  
**Type:** Full Time, Monday-Thursday, 7:00a-4:30p, Friday 7:00a-11:00a  
**Department:** Packaging  
**Reports To:** Packaging Supervisor

#### **ABOUT SHUR-CO®:**

Shur-Co®, LLC, is headquartered in Yankton, South Dakota, and is a leading provider of covering systems, parts and service to the global transportation market. With over 60 years of industry experience, Shur-Co® now manufactures a wide offering of tarp systems and accessories for trucks, trailers, carts and specialty equipment used in the agriculture, construction, waste and flatbed markets. Shur-Co® operates 12 production sites and sales locations in the United States, Canada and the United Kingdom, giving you the opportunity to work with employees and customers all over the world. We are always looking for well-qualified candidates to fill a variety of open positions. Check out all of our opportunities at [www.Shur-Co.com/employment](http://www.Shur-Co.com/employment).

#### **SUMMARY:**

As a Packaging Operator for Shur-Co®, your main responsibilities are to maintain the production and inventory control of specific production lines by performing the following duties:

#### **DUTIES:**

- Clean packaging containers. Line and pad crates and assemble cartons. Obtain and sort product.
- Wrap protective material around product. Insert or pour product into containers or fill containers from spout or chute.
- Weigh containers and adjust quantity.
- Sort bundles or filled containers.
- Staple, glue, or close and seal containers at each step of packaging process.
- Pack special arrangements or selection of product.
- Inspect materials, products, and containers at each step of packaging process, and record information such as weight, time and date packaged.
- Read production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Convey materials and items from production areas to storage or to other designated areas.
- Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.
- Fill requisitions, work orders, or requests for material, tools, or other stock items and distributes items to production workers or assembly line.
- Assemble customer orders from stock and place orders on pallets or shelves, or convey orders to packing stations or shipping department, and mark material and prepare for shipping.
- Recommend measures to improve production methods, equipment performance and quality of product.
- Maintain inventory levels of specific products. Fill out purchase requisitions and coordinates product movements in and out of work area.
- Coordinate with purchasing and warehouse personnel on inventory flow and storage, and manually track inventory using spreadsheets.

#### **QUALIFICATIONS:**

1. Education and/or Experience
  - a. High School diploma or equivalent is required, post-secondary education is preferred.
  - b. One to three months related experience is preferred

2. Language Skills
  - a. Ability to read and comprehend instructions and short correspondence.
  - b. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Mathematical Skills
  - a. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Please contact Human Resources at 605-665-6000 for questions on the application process or a more detailed description of the job. The position will remain open until filled.