



Shur-Co®, LLC
World Headquarters
2309 Shur-Lok St.
PO Box 713
Yankton, SD 57078-0713
Ph: **1-605-665-6000**
Fax: **1-605-665-0501**
www.SHURCO.com

Job Title: Packaging Specialist
Type: Full Time
Schedule: Monday . Thursday 7:00a . 4:30p, Friday 7:00a . 11:00a
Department: Packing
Reports To: Packaging Manager

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 13 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 <https://www.shurco.com/about-us/careers/>

SUMMARY and RESPONSIBILITIES

- 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.
- Attendance and dependability are essential job functions, you must report to work on time and accurately complete the daily duties assigned.

QUALIFICATIONS

1. Experience
 - a. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
 - b. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Desirable Skills
 - a. Must be able to pass a forklift certification test and drive a forklift

EDUCATION:

1. High school diploma or general education degree (GED).
2. Minimum of one to three months related experience and/or training preferred; or equivalent combination of education and experience.

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to apply concepts of basic algebra, trigonometry and geometry.



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LANGUAGE SKILLS:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk, hear; or smell.
- The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee is occasionally required to sit.
- The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles.
- The employee is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is usually loud.

Please contact Human Resources at 605-665-6000 for questions on the application process.
The position will remain open until filled.