

Job Description

Job title	Packer/ Sorting worker/ Labeling worker/ Bulky labeling worker
Reports to	Team leader - Operation Group
Direct reports	Non
Department	Operation Group
Working place	Montreal
Roles & Responsibilities	<ol style="list-style-type: none"> 1. Assembles, lines and pads cartons, crates and packages manually to prepare them for shipment. 2. Examines and inspects containers to make sure they are ready to be transported to the customer. 3. Pulls out packages that are improperly labeled, sealed or backed for reprocessing. 4. Uses a variety of tools to prepare packages for shipping including box sealing tape, heat sealers, stretch wrap. 5. Handles fragile items and hazardous materials in a safe manner according to company and government rules and regulations. 6. Places containers on proper conveyor belts to go to the loading dock. 7. Loads boxes, cartons and other packages onto trucks for delivery. 8. Makes use of computer programs and spreadsheet software to track inventory. 9. Works on a team to process all packages by the end of the shift. 10. Cleans the work area at the end of a shift.
Qualifications	<ol style="list-style-type: none"> 1. Possesses excellent hand/eye coordination. 2. Has strong active listening skills. 3. Demonstrates good critical thinking skills. 4. Shows the ability to monitor gauges and machines and assess their accuracy. 5. Possesses strong reading comprehension skills. 6. Has excellent decision making skills and the ability to make sound judgment. 7. Displays exceptional time management and multi-tasking abilities. 8. Demonstrates the ability to be mechanically inclined and detail oriented. 9. Possesses the ability to be an effective troubleshooter. 10. Has strong negotiation skills and the ability to speak clearly and articulately. 11. Demonstrates extensive knowledge of math, weights and measures. 12. Displays a clear understanding of safety and security issues. 13. Has the ability to work independently with little direct supervision. 14. Shows knowledge of postal codes and different provinces. 15. Demonstrates the ability to accurately follow directions. 16. Exhibits strong concentration and memorization skills. 17. Possesses data entry and other computer skills. 18. Maintains good physical fitness to meet the demands of the job. 19. High School diploma.



On-board Training	<ol style="list-style-type: none">1. Company Culture and Regulations2. Health and safety standards and rules.3. Operating procedures		
Approved by:		Date approved:	
Reviewed on:		Owned by:	