

Warehouse Packaging Specialist

JOB SUMMARY:

The Warehouse Packaging Specialist is responsible for shipment packaging and palletizing of custom-built equipment tool systems, in-bound receipt processing, and stock maintenance of SPR products and supplies to ensure an excellent level of customer satisfaction. The incumbent will be responsible to follow the processes as described by the job/work instructions.

ESSENTIAL DUTIES:

- Perform all tool system mounting and palletizing packaging activities to prepare for shipment handling touch points. This consists of removing tool from assembly build stand and constructing wood bracing and support structure on pallet or in crate for domestic or international shipment. Use camera to take pictures of finished palletized product, including weight and DIMs.
- Utilize lift equipment and rigging straps, in addition to having basic carpentry skills, to affix and brace product to pallet or within crate.
- Perform physical de-constructing and packaging removal of in-bound product for receipt processing and internal routing.
- Handle equipment inventory movement throughout warehouse.
- Conduct cycle counts and physical inventories as scheduled to maintain a minimum of 99% inventory record accuracy.
- Maintain reorder point for pertinent consumables and supplies used.
- Maintain proper storage and labeling of stock.
- Maintain Hilo Driver Certification and follow all related safety procedures and rules.
- Contribute to the continuous improvement of pertinent workflow and procedures.
- Perform timely and effective maintenance and safety checklist inspections on tools and equipment, as required. Provide responsive and professional assistance to internal customers.
- Maintain work area clean, organized, and free from hazard.
- Other operation/service functions as needed.

REQUIRED KNOWLEDGE AND SKILLS:

- Minimum two years of similar warehouse inventory and packaging experience.
- Good communication and organizational skills.
- Strong hands-on mechanical experience.
- Team player attitude and ability to collaborate within and between teams.
- Highly motivated to perform high quality work and take ownership of work product.
- Able to operate effectively and efficiently with minimum supervision.

EDUCATION OR QUALIFICATIONS:

- High School Diploma or equivalent

PHYSICAL REQUIREMENTS (AS APPLICABLE):

- Must be able to lift and move parts, boxes, and other material regularly throughout the day, up to 50lbs.

TALENT FRAMEWORK:

- Individual Contributor