

<b>Job title</b>	<i>Material Handler &amp; Packer</i>
<b>Reports to</b>	<i>Production Supervisor</i>

### **Job purpose**

*To prepare packaging materials & complete packaging, sealing, labelling, and stacking of finished goods boxes in a manner that ensures a continuous and efficient flow of production processes.*

### **Duties and responsibilities**

- Follow all Health & Safety rules and protocols
- Maintain IFM's standards of health, safety, hygiene and security in accordance with policies and procedures
- Follow IFM's Code of Conduct
- Follow Standard Operating Procedures provided for equipment operation and work processes
- Manage and complete box building tasks for sewing, tubing and welding departments
- Seal and label boxes promptly as they are completed and move to shipping prep area
- Oversee the inventory of packaging raw materials – notify warehouse personnel when inventory levels are low and assist in restocking
- Assist in building skids of finished goods
- Operate material handling assist devices (hand & pallet trucks)
- Operate hydraulic press machine to cut paper tags
- Maintain a clean and organized work area; adopt and apply 6S lean principles and methods to work areas and processes
- Perform any other reasonable duty requested by management

### **Qualifications**

- Ability to communicate effectively
- Ability to follow verbal instructions and use simple math
- Capable of independent and teamwork
- Detail oriented
- Multitasking and task prioritization skills
- Basic computer literacy

### **Working conditions**

- Fast-paced environment and pressure associated with meeting demands and deadlines
- Multitasking and task prioritization

### **Physical requirements**

- Frequent lifting and/or moving of up to 75 lbs
- Frequent reaching with arms and hands
- Prolonged periods of walking, bending and stooping
- Occasional ladder climbing