



Job Title: **Warehouse Packer**

Reports To: Warehouse Coordinator

**Job Purpose:**

The Warehouse Packer position is responsible for overseeing the day to day operations of the packing and shipping of all technology orders in the Computers 2 Kids (C2K) warehouse. The Warehouse Packer must possess good leadership skills, ability to work with people, able to prioritize workload, good organizational skills, positive strong work ethic and attitude, and ability to work under high stress and have a self-motivated mindset.

**Duties and Responsibilities:**

The Warehouse Packer performs some or all of the following duties:

- Build boxes for shipment
- Pick and pack items for each order, inspecting packages to make sure they are packed and sealed correctly
- Weighing packages and labeling them appropriately, filing out packing and order forms with the correct shipping information and computer numbers
- Inspecting packages to ensure they are not damaged and to ensure they meet shipping regulations
- Place packaged items in the correct area
- Maintain packing area by organizing and cleaning floor space and maintaining shipping supplies
- Keeping records of packages on the Google excel file and tracking the orders and deliveries
- Assist Warehouse Coordinator in motivating and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded.
- Assist Warehouse Coordinator in production of regular reports and statistics on a daily, weekly or monthly basis as needed
- The Warehouse Packer may be required to work some evenings and weekends
- Follow workplace safety standards

**Qualifications:**

Knowledge, skills and abilities

- Warehouse shipping experience preferred
- Spanish and English Speaking Required
- Ability to operate standard warehouse equipment, including pallet jack and forklift
- Able to lift 50 pounds
- Ability to stand for long periods of time
- Possess valid driver's license and ability to drive mid-size moving trucks (up to 24-foot)
- Reporting skills
- Detail-oriented
- Time management

- Organizational skills
- Ability to work under high stress
- Good math, oral and written communication skills
- Word processing
- Excel spreadsheets
- Outlook

Personal characteristics

The Warehouse Assistant should demonstrate competence in some or all of the following:

- Behave ethically: Understand ethical behavior and business practices and ensure that their behavior and the behavior of others is consistent with these standards and aligns with the values of C2K.
- Build relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of C2K.
- Communicate effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/innovation: Develop new and unique ways to improve operations of C2K and to create new opportunities.
- Focus on client needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within C2K's parameters.
- Foster teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance C2K's effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of C2K.
- Make decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of C2K.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move C2K forward, set goals, create, and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Rate of Pay:** Starts at \$17/hour DOE

Send Resume to: [tperry@c2sdk.org](mailto:tperry@c2sdk.org) and reference Warehosue Packer Posistion