



Job Title: Shipping I  
Department: Shop

Reports to: Production Manager  
Last Updated: July 13, 2022

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**Job Summary:** Shipping I is responsible for the assembly of shipping crates using an array of tools and equipment.

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**Essential Functions:**

- Starts assembly of crates at beginning of shift
- Use tools to make or repair parts and products
- Work with other members of the team in order to assemble crates efficiently and effectively
- Keep a clean and tidy workspace
- Meet all safety requirements required by CEI Materials
- Proper handle of panels to ensure quality and integrity of the panel
- Identify any defective items and handle according to established quality procedures
- Capable of building and locking down crates
- Able to cut foam strips and blocks
- Properly log time in CEI data collection program
- Contain and handle non-conforming product by CEI procedures
- Other duties as assigned by supervisor

**Knowledge Skills and Abilities:**

- Ability to adhere to all safety regulations required by CEI
- Ability to use reason to solve problems as they arise.
- Pays close attention to detail.
- Works efficiently and manages time effectively.
- Possesses physical strength and stamina required to stand, walk, and lift for long periods of time.
- Competent in Microsoft Programs, Outlook, Excel, and Word

**Working Conditions:** Shop environment. Involves standing and sitting. May involve stooping, reaching, lifting, pushing and pulling. Must be able to lift 50+ pounds.

**Minimum Qualifications:**

- A High School Diploma or GED.
- Experience in a factory or warehouse setting, preferred
- High attention to detail.
- Excellent hand-eye coordination.
- Ability to lift at least 50 lbs.
- Willing to perform repetitive tasks while sitting or standing for extended periods of time.
- Must be able to work full-time plus overtime when asked

**Success Factors:**

- Creative problem solver.
- Highly organized.
- Ability to prioritize and multitask
- Maintain a positive attitude at all times.
- Ability to work in a team environment.

Email your Resume to [Angie Kennedy](#), HR Manager