

## **JOB DESCRIPTION**

Job Title: Export Packer  
Department: Finishing  
Responsible To: Operations Manager/Finishing Team Leaders  
Main Purpose of Job: To effectively pack and load finished product to requirements. To ensure that all details on completed jobs are as per customers requirements.

### Key responsibilities:

1. Pack finished product and prepare for shipment using various equipment for packing (shrink wrapping, boxing, labelling)
2. Follow and verify items are correct against customer requirements.
3. Record measurement and weight and carry out product counts.
4. Correctly seal and label containers.
5. Load finished product onto vehicle.
6. Responsible for quality control. No unfinished product is sent out. No damaged product from finishing is accepted.
7. Operate forklift.
8. Comply with Health and Safety Standards and workplace legislation.
9. Clean and maintain work area.
10. Such other comparable duties that may be required by the No1. Minder or Operations Manager.

This job description covers the current range of duties and will be reviewed from time to time. It is the company's aim to reach agreement on changes, but if agreement is not possible, the company reserves the right to change this job description.

July 2010