

PACKAGING ASSOCIATE

MCCOOK, IL – CORPORATE HEADQUARTERS

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more.

Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

Primary Function:

- Accurately and efficiently package product in accordance with quality and quantity specifications.
- Interact with GPA management, customer service, sales and other warehouse personnel in an efficient, accurate and professional manner while performing daily responsibilities

Essential Job Functions:

- Work with the production department to understand the production packaging schedule for each day and the quantities needing to be produced each day.
- Work to create boxes, stage skids, and prepare labels to ensure the packaging area is staged to receive and process scheduled product.
- Ensure that all packaging takes place in accordance with packaging, quantity, and quality standards for each particular product.
- When working on the production line, ensure all items are counted accurately, shrink wrapped in accordance with that stock's standards, labeled, and boxed appropriately.
- Properly package, band, and wrap all skids in order to protect them in transit.
- Properly utilize various packaging equipment including but not limited to pallet jacks, jiggers, shrink wrapping machinery, corner board cutters, and strapping equipment in order to handle goods effectively.
- As assigned, work with the production supervisor to inspect returned stock for quality issues and repackage material as needed.
- Work to ensure a clean work area by emptying garbage as needed, moving unused skids to an alternate location, cleaning equipment, and sweeping work areas in accordance with daily and weekly housekeeping standards.
- Alert GPA Management of any unsafe conditions or activities in or around the facility.
- Provide backup to other functions as assigned

Position Requirements:

- High school diploma required; associate's degree or other continuing education in IT preferred
- High school diploma or GED preferred
- 0-2 years warehouse experience preferred
- Must be able to understand, speak, read, and write English



- Ability to lift and handle cartons weighing in excess of 70 pounds consistently throughout the day
- Cooperative - Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- General computer skills
- Detail oriented and organized
- Adaptability to changing demands
- Dependable - arriving on time, with good overall attendance, and reliable transportation
- Must be able and willing to work overtime upon request

We do not offer relocation

EEO Employer

All post-offer candidates will be subject to the successful completion and passing of a pre-employment background check and drug screen before they can begin employment.

We use E-Verify