



## LANDMARK STAFFING

### **Warehouse Packaging Associate**

**Wage:** \$19.00/Hr

**Overview:** As a Warehouse Packaging Associate, you will be responsible for preparing, packaging, labeling, and assisting with inventory control to ensure products are shipped accurately, safely, and on time.

### **Key Responsibilities**

- Pack, label, and prepare products for shipping according to company standards
- Inspect items for accuracy and quality before packaging
- Operate packaging equipment and use hand tools as required
- Organize and maintain packaging materials and supplies
- Assist with inventory counts, tracking, and restocking of materials
- Report discrepancies in inventory or damaged goods to supervisors
- Assist with loading and unloading shipments as needed
- Maintain a clean, safe, and organized work area
- Follow all safety guidelines and company procedures
- Collaborate with warehouse staff and supervisors to meet daily goals

### **Metrics & Measurables**

Your performance in this role will be evaluated using the following standards:

- Packaging Accuracy: Maintain a 98% error-free rate on packaged orders
- Productivity: Prepare and package an average of [X orders/units per shift] while meeting deadlines
- Inventory Accuracy: Support monthly cycle counts with 98% accuracy
- On-Time Delivery Support: Complete packaging tasks in line with 95% on-time shipping performance
- Quality Standards: Ensure 97% of packages meet company quality standards with no defects
- Safety Compliance: Zero lost-time safety incidents and adherence to warehouse safety rules
- Attendance & Reliability: Maintain 95% on-time attendance and punctuality
- Team Contribution: Actively support warehouse operations and foster positive collaboration