



Packaging Department (Full-Time/Part-Time) Positions available

Work with North America's most diverse line of Charcoal Health and Beauty Products in the World. Our business is growing and we are looking to fill the position in our Packaging Department to handle daily operations; labeling of products, packaging items to be shipped, and stocking shelves, light cleaning will be required. The ideal candidate will have excellent communication skills, ambitious and hardworking. This position will be entry level and will require someone who does not mind working an entire shift on his or her feet. Must be able to work independently.

Shipping and Packaging Worker Responsibilities and Duties

- Ability to use hands & wrists, bend, stoop, kneel, go up and down stair/step ladders, reach above your head and stand for extended periods of time.
- High attention to detail and accuracy
- Basic computer skills
- Must have proven track record of punctuality with minimal absenteeism
- Proven ability to work efficiently with minimal supervision
- Feed raw materials into production machinery
- Maintain a clean work environment
- Label, and pack products to be shipped
- Assemble products
- Establish an effective and efficient work sequence
- Forklift skills a plus but not necessary

Hours of Packaging Department are Monday through Thursday 7:30 am - 4:30 pm, Friday 7:30 am – 2:00 pm, No Nights, Weekends, or Holidays. Holiday and Vacation pay after one year.

This is a non-smoking, and Perfume-free jobsite. Smoke and strong odors affect the products you will be working with and cannot be present on an individual at work.

Send Resume to Kimberly at Kimberly@buyactivatedcharcoal.com.