

## **Packaging Coordinator**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Receive, inspect, stage and issue packaging components for production departments.
- Perform inventory counts on packaging, re-order if necessary, and make adjustments to the ERP computer system based on what has been received and used in the production process.
- Communicate with managers, supervisors, inventory control and scheduling personnel to maintain accurate inventories and communicate changes.
- Proactive self-starter with the ability to interface independently with Manufacturing, Quality Assurance, Quality Control, Production Planning, Program management and Supply chain associates on packaging related issues.
- Maintain a neat and safe work area.
- Work with Engineering to develop packaging for new items.

### **EDUCATION AND EXPERIENCE:**

- High School Diploma or G.E.D.

### **JOB KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent organization skills.
- Excellent math, written and verbal communication and problem solving skills.
- Previous experience using a pallet jack and operating a forklift.

### **PHYSICAL DEMANDS:**

- Ability to lift up to 40 pounds

Send resume and salary requirements to:

AJL Manufacturing, 100 Holleder Parkway, Rochester, NY 14615

Email: [mcardon@ajlmfg.com](mailto:mcardon@ajlmfg.com)