

SKANA ALUMINUM COMPANY JOB DESCRIPTION

Position: **Metal Packer**

Reports To: Manufacturing Supervisor

Department: Mill

Date Issued: December 30, 2013

COMPETENCIES: *(i.e., to be defined in terms of required education, training, skills, and/or experience)*

- High school diploma or equivalent
- Strong communication skills
- Willingness to work with others as a team
- Relevant work experience
- Forklift Certification

PRIMARY RESPONSIBILITIES: *(i.e., functions, authorities, tasks, etc.)*

- Pack approved orders of metal per pack instructions
- Load and unload annealing skids with metals
- Complete documentation per pack instructions
- Tip coils and place separators between rows of coils, as needed
- Operate forklift to transport metal to and from pack area
- Operate overhead cranes as needed to prepare metal for shipment
- Operate stretch wrapper, scale, and labeling machines
- Perform miscellaneous duties as assigned
- Comply with the Company's quality management system requirements
- Willingness to cross train
- Advocate for continuous improvement projects

ORGANIZATIONAL RELATIONSHIPS: *(i.e., optional - primary contacts/interfaces internally and externally)*

- Internally with all employees