

## JOB POSTING

### Production/Shipping & Receiving Crossover Position

#### *Job Summary*

**Company**

ARMOR Protective Packaging®

**Location**

Howell, MI

**Industry**

Corrosion

Management/Packaging;  
industries include: Automotive,  
Manufacturing, Oil & Gas,  
Construction Equipment,  
Military, Export, Electronics  
and more

**Job Type**

Hourly Employee - Full Time  
11a-8p



#### ***About the Company***

ARMOR Protective Packaging® provides the industry's cleanest, safest, easiest and most effective corrosion management systems for metal products. ARMOR's full line of vapor corrosion inhibitor (VCI) packaging products, desiccants and its rust removal and prevention liquids are designed to protect metals before, during and after transport or storage. ARMOR's industry reputation as a trusted business partner has been built by serving its customers and preserving their investments for more than thirty years. With service on four continents and in more than 25 countries, ARMOR is positioned to provide global support with products and services that are clean, safe and easy.

Workshop Hero™, a consumer division of Armor Protective Packaging®, is a cutting-edge line of rust prevention and rust removal products designed to allow you to work less and play more! Workshop Hero™ products are clean, safe and easy to use and are built on ARMOR's more than 30-year foundation in providing expert corrosion management products and services to Fortune 500™ companies all around the world. Metal Rescue™ Rust Remover Bath is a water-based rust remover that is "safe on everything except rust"! Dry Coat™ Rust Preventative is a water-based liquid that dries to the touch after applying to metal surfaces. Whether your workshop is a garage, a potting shed or a workbench in your "man cave", the Workshop Hero™ line of products will take the "work" out of your workshop!

#### ***About the Job***

##### **Production - Essential Duties and responsibilities:**

- Operate equipment satisfactorily in accordance with company safety and quality policies.
- Verify production orders for accuracy, process on converting equipment, and package orders to meet required specifications.
- Maintain work area and equipment in a clean and orderly condition
- Help with monthly inventory
- Perform equipment PM's

**Shipping/Receiving - Essential Duties and responsibilities:**

- Verify all paperwork for items being shipped and received
- Product quality assurance prior to shipping
- Preparing product for shipping, boxing, palletizing, banding, stretch wrapping
- Truck line scheduling and coordination
- Generating appropriate paperwork (Bill of Ladings and similar forms)
- Unloading and loading trucks
- Incoming quality verification
- Finished goods inventory management
- Maintain work area and equipment in a clean and orderly condition
- Help with monthly inventory

**Production - Job Knowledge/Skills**

- Familiar with most common material handling equipment and be licensed fork lift operator (correct person can be certified by ARMOR).
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to accurately read tape measure and record the length, width, and weight of products.
- Some knowledge of Microsoft Outlook, Word, and Excel

**Shipping/Receiving - Job Knowledge/Skills**

- Must be familiar with most common handling equipment and be licensed fork lift operator.
- Ability to enter information acknowledging the receipt of goods into Great Plains software.
- Must be able to use UPS / FEDEX online software.

**Production/Shipping & Receiving - Physical Demands:**

- Regular use of fork lift which involves climbing in and out fork lift.
- Regularly required to stand, bend, reach and move about the facility.
- Regularly required to lift packages weighing an average of 40 pounds; when packages weigh over 50 pounds associates are requested to seek assistance with lifting.

**Additional responsibilities:**

- Must be flexible; willing to work in various positions throughout the plant.
- Cross train other employees
- Must be able to work with minimal direction.
- Support efforts to meet ARMOR Protective Packaging primary goals
  - Happy Customer > Calm Work Environment > Profitable Company > Working Together

**Education and/or Experience:** High school diploma or equivalent

*This position will be 50% in Production and 50% in Shipping/Receiving, initially. The goal is to train on all machines in the production area, as well as in the sample area and tank mixing/fill station. The position will also train in the shipping/receiving department for 50% of the time. Position will start on 7a-330p shift and move to 11a-8p shift once fully trained.*

## Key Facts

- ARMOR has been in business since 1979
- ARMOR won Crain's 2017 and 2018 Coolest Places to Work in Michigan award
- ARMOR was named one of INC. magazine's Best Workplaces in 2018
- ARMOR was honored as a Michigan 50 Companies to Watch Awardee in 2015
- Our Metal Rescue Rust Remover Bath YouTube® channel currently has over 2 million views and counting
- ARMOR has partnerships in over 15 countries serving over 25 countries across the globe
- Metal Rescue® Rust Remover Bath is a five-time SEMA award winner for Best New Product
- ARMOR serves over 90% of the Fortune 500™ industrial companies in the world
- ARMOR rust prevention products were featured in the highest grossing film of 2010, Iron Man 2™ by Marvel™

To learn more about the company and to see if you'd be a fit, be sure to check out some of our marketing:

- [www.armorvci.com](http://www.armorvci.com)
- [www.armorvcinews.com](http://www.armorvcinews.com)
- [www.workshophero.com](http://www.workshophero.com)
- [www.workshophero.com/frankfritz](http://www.workshophero.com/frankfritz)
- [www.youtube.com/metalrescue](http://www.youtube.com/metalrescue)
- [www.facebook.com/metalrescue](http://www.facebook.com/metalrescue)

**Please send cover letter and resume to [hr@armorvci.com](mailto:hr@armorvci.com)**

