



Packaging & Shipping Clerk

***Day Shift**

COME JOIN OUR TEAM!! Part-time and full-time opportunities!

Cimarron Label is a national leader in innovative labeling solutions! Cimarron offers a great work environment and fosters a culture of teamwork, employee engagement, performance excellence and customer advocacy.

As a packaging and shipping clerk you will help prepare and package orders for shipment to customers both nationally and internationally!

Key Responsibilities:

- Accurately follow customer specs that pertain to each order.
- Prepare packing slips and freight.
- Package finished products.
- Organize cores and boxes.
- Wrap skids.
- Safely operate shrink wrap machine.
- Prepare outbound inventory orders.
- Use pallet jack to move products/boxes.
- Notify purchaser to order boxes.
- Keep work area clean and organized.
- Must follow all Standard Operating Procedures (SOP's) related to job function and Good Manufacturing Practices (GMP'S).
- Must comply with all company policies.
- Additional job duties as needed.

Knowledge / Skills:

- High School diploma or general education degree (GED).
- Basic math and computer knowledge.
- Able to lift 40 lbs and stand for long periods of time.
- Ability to follow directions, multi-task and be detail oriented.
- Self-motivator, positive attitude, and works well with others.
- Commitment to Company Values.

We offer competitive pay and a comprehensive benefit package! Including great health/dental/vision plans, 401K match, paid holidays and time off, employer-paid life insurance and disability insurance.

Location of position is: 4201 N. Westport, Sioux Falls, SD

To apply, send resume to:
Cimarron Label
4201 North Westport, Sioux Falls, SD 57107
HR@cimarronlabel.com