

Packaging Technician Job Description

- Operate packaging equipment like sealers, box formers, label dispensers, blister pack machines, and more
- Assemble corrugated boxes, plastic containers, tubes, drums, bags and other packaging as needed
- Adjust packaging machinery based on product specifications and size
- Perform routine inspections of empty packaging materials before use
- Carefully pack manufactured goods into appropriate boxes, crates, bags and other packaging
- Accurately label packaging materials with contents, quantities, shipping codes, expiration dates, fragility warnings, etc.
- Use protective inserts like foam, air bags, Styrofoam pellets to safeguard packaged contents
- Perform final inspections of sealed, finished packages before authorized shipment
- Evaluate damaged and rejected packaging and determine cause
- Comply with all health and safety regulations when operating machinery
- Maintain a clean, orderly and efficient workspace
- Secure palletized load shipments using shrink wrap or protective strapping
- Complete logs and documentation related to packaging tasks and inventory
- Install product guides, funnels, stops and other adjustable parts to aid packaging
- Communicate effectively about specifications, issues, updates with colleagues
- Prepare packaged orders for pickup and delivery according to schedule
- Use hand tools like box cutters, scissors, heat guns for specialized sealing/closing

- Report all malfunctioning or unsafe packaging equipment immediately
- Align packaged containers properly on conveyor belts for automatic wrapping
- Record products packaged and reconcile figures with production logs
- Setup, test and adjust new packaging machinery equipment or processes
- Provide work instructions and training to other packaging technicians or helpers
- Maintain cleanliness standards in packaging area and report any sanitation issues
- Recommend solutions to remediate safety hazards, reduce waste and improve efficiency
- Participate in continuous improvement and cost reduction efforts.