

# Universal Industrial Products Inc

1 Coreway Drive  
Pioneer, Oh 43554

## Job Description

<b>Job Title: Lawn &amp; Garden Packaging Associate</b>	
<b>Department: Lawn &amp; Garden Packaging</b>	<b>Hours of Work: 6:30 am-5pm, M-Th</b>
<b>Job Type: Full-time</b>	<b>Reports To: V.P. Manufacturing</b>
<b>Description of the Company:</b> Universal Industrial Products Inc is a privately owned manufacturer of Soss invisible door hinges, after market lawn mower and edger blades, UltraLatch and Landwave skate board and RC car ramp systems.	
<b>Job Tasks and Responsibilities:</b> <ul style="list-style-type: none"><li>A) Convert all lawn and garden customer purchase orders to shop orders<ul style="list-style-type: none"><li>* Substitute products as required</li></ul></li><li>B) Communicate with Lawn &amp; Garden Customer Service Rep to determine LG Orders requirements.</li><li>C) Update/maintain current status of LG Orders spreadsheet.<ul style="list-style-type: none"><li>* On the production side</li></ul></li><li>D) Pack lawn and garden orders<ul style="list-style-type: none"><li>* Stretch wrap and prep for shipment</li></ul></li><li>E) Maintain accurate lawn and garden inventory<ul style="list-style-type: none"><li>* Physical counts - Monthly</li><li>* Tag verification - Daily</li></ul></li><li>F) Restock all stocking orders - 10, 25, 50, 100 counts edgers and Affordable/Qtr.</li><li>G) Maintain cleanliness/order of department and warehouse</li><li>H) Maintain department supplies (Labels, Printer ribbon, boxes, tape ect...)</li><li>I) Operate forklift - Daily inspections</li><li>J) Run production/miscellaneous tasks as required</li><li>K) Maintain a safe work environment.</li><li>L) Follow established safety rules and regulations.</li><li>M) Perform year end inventory</li><li>N) Perform appropriate duties as assigned by management.</li></ul>	
<b>Skills and Core competencies Required:</b> <ul style="list-style-type: none"><li>* Good communication skills</li><li>* Team player</li><li>* Problem solver</li><li>* Computer/math Skills</li><li>* Valid forklift license</li><li>* Detail oriented</li><li>* Multitasker</li><li>* TCM knowledge</li><li>* Read a ruler (Inch)</li><li>* MS Office</li><li>* Process knowledge</li></ul>	
<b>Physical Requirements:</b> <ul style="list-style-type: none"><li>* Ability to lift a maximum of 50 pounds and stand for a 10 hour work shift.</li><li>* Repetitive Bending</li><li>* Respond to sounds</li><li>* Wear personal protective gear correctly</li></ul>	