



ISO 9001 Certified
160 Charles Street, PO Box 76
Oconto, WI 54153
phone 920.834.2777
fax 920.834.3041
www.letourneauplastics.net

Shipping Assistant

Location: Oconto, WI
Reports to: Shipping Supervisor
Schedule: Full-time | 7:00AM to 3:30PM | Monday through Friday
Comp | Benefits: Based on experience | Health, Life, Dental, Vacation, Paid Holidays, Profit Sharing, 401(k)

POSITION DESCRIPTION

This position works in a team environment and assists in preparing manufactured plastic parts for packaging, packaging finished product for shipping, and maintaining and recording inventory. Responsibilities include but are not limited to those described herein.

RESPONSIBILITIES

- Receive parts from plant and complete finishing steps (deburr edges, perform quality checks, etc.)
- Prepare cartons and skids for shipping, count loads, and assist maintaining warehouse inventory.
- Operate hand material handling equipment to organize packaging and stock inventory.
- Maintain a tidy and safe work environment according to guidelines and standards.

PREFERRED QUALIFICATIONS

- Previous role in shipping and receiving, packaging, or part assembly.
- Comfortable working with hands and basic finishing tools. Able arms, hands, and wrists.
- Inventory management experience is a plus.
- Comfortable with basic math, computers, and applying work orders to practice.
- Ability to lift semi-heavy objects and stand for long periods of time.

PREFERRED ATTRIBUTES

- Strong attention to detail, and keen organizational skills.
 - Team player with effective communication skills.
 - Self-starter. Ability to perform under pressure and comfortable in a fast-paced environment.
 - Ability to prioritize daily tasks. Detail and process-oriented.
-

ABOUT LETOURNEAU PLASTICS, INC.

LeTourneau Plastics, Inc. has been a pioneer in custom vacuum thermoforming of plastic components for nearly 50 years. Using virtually 80% recycled material, the company specializes in producing and assembling high quality cosmetic parts for a wide variety of industries within the United States and internationally; transportation, aviation, agriculture, food service, lawn and garden, recreation, health care, marine, etc. The company also assists in the design of parts to reduce tooling expense and minimize cost for customers. The 140,000-sq.ft. facility in Oconto, Wisconsin includes two manufacturing plants, warehousing, office space, pattern and tooling shop with six milling centers, 15 forming machines, two 3-axis CNC routers, and nine 5-axis CNC routers. As a third-generation-owned company, success and consistent growth has developed from a commitment to building enduring relationships with customers and surrounding communities.