

Job Title: Full-Time Production and Shipping Worker

Location: Eugene, Oregon

Job Type: Full-Time

Pay: \$18-\$20 hourly to start.

Job Summary: We are seeking a reliable and detail-oriented Shipping/Receiving and Production worker to join our team. In our small organic vanilla company, every team member is cross-trained and expected to step in wherever needed. This role involves packaging products such as vanilla extract and vanilla beans for food manufacturers, chefs & bakers as well as home consumers. The shipping and receiving duties involve using our business enterprise software to pick the correct items and quantities before carefully packing and labeling them for shipment. Candidates should be prepared for frequent bending, lifting, and moving throughout the day. Food handling experience is desirable but not required.

If you are **serious** about doing good work but can appreciate some moments of **silliness** you will probably be a good fit for our team!

Key Responsibilities:

- Accurately package vanilla beans, and other vanilla products according to company quality and food safety standards.
 - Work safely and efficiently while meeting production goals.
 - Pick and pack products for shipping, ensuring correct items and quantities are selected.
 - Prepare shipping cartons, label them correctly, and organize them for dispatch.
 - Load and unload pallets from trucks safely and efficiently
 - Use computer systems to enter production reports, manage orders, and print labels.
 - Inspect products and packaging for defects or inconsistencies before shipping.
 - Maintain high standards of quality control throughout the packaging and shipping processes.
 - Maintain a clean, organized, and safe work area.
 - Follow all safety protocols and company guidelines.
 - Work effectively with team members to achieve production and shipping goals.
 - Communicate efficiently with supervisors and other departments as necessary.
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Qualifications:

- Must be 18 years of age or older.
- High school diploma or equivalent preferred.
- Basic computer skills required (e.g., operating shipping software, entering data).
- Food handling experience is desirable but not required.
- Prior experience in packaging, production, or shipping is a plus but not required.
- Ability to operate pallet jacks and forklifts is a plus (training will be provided).
- Attention to detail and ability to follow instructions accurately.
- Ability to frequently bend, lift, and move products and materials up to 50 lbs.
- Strong organizational and time-management skills.

Benefits:

- Health Insurance
- Life Insurance
- 401(k) with Matching
- Paid Holidays (including your birthday)
- Paid Time Off
- Profit Sharing

How to Apply:

Interested candidates can call 541-343-2746 or email us at hiring@singingdogvanilla.com

We look forward to hearing from you!