

# Working as a packer



at

# GREEN BOX

## What does a packer do?

A packer works with a team of other packers and a supervisor to pack envelopes.

The envelopes can contain newsletters or magazines or information leaflets.

The packers put the leaflets into each envelope and stick on an address label.



Sometimes, several leaflets may have to go in the envelope and the packers have to sort or count out the right number of leaflets.

A packer may also learn to use the franking machine to put a stamp on the envelope, before it is posted.

Sometimes, the packers have to take all the envelopes to the Post Office or put them in sacks for the postman to collect.



## Where do we work?

Our office is in Hexham town centre, up Broadgates, near the bus station, at

**The Hextol Foundation, Vine Terrace,  
Broadgates, Hexham**

To find us,

- Walk up Broadgates (the road opposite the Post office entrance to Robbs)
- Go past the Potting Shed
- Turn round to the right; and right again
- And there we are in front of you

# What skills do I need to be a packer?

To be a packer, you need to:

- Be able to follow instructions
- Enjoy working with other people in a team
- Be friendly and polite to people you work with and to visitors who come to the office
- Be able to count to 10
- Enjoy repetitive work
- Be able to follow health and safety rules
- Be interested in gaining new skills.

It will help, but isn't vital, if you:

- Can work office equipment such as a franking machine.
- Can count to 30
- Already have experience of working in an office or in a team
- Have a Work Right or Employability Skills qualification.

# How will the job help me?

Packers at Green Box are not paid jobs, at the moment – all our packers work as volunteers.

But working as a packer helps to build your work experience and your self confidence by being part of a team, working to help customers, meet deadlines and achieve work and personal goals.

## For more information:

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