

Career Opportunities

Facility Supervisor (Cedar Rapids):

Assists the Facility Manager in overseeing all operations of the Facility. Helps market products and services offered by City Carton Company, with goals to maximize customer service, vendor relations, sales, and profits. Manages personnel issues at the Facility.

1. Responsible for assisting with the recruitment, hiring, retention, scheduling, supervision, motivation, evaluation, counseling, discipline, and assistance of all Facility personnel with a goal to achieve individual and company success.
2. Cooperates with the City Carton corporate sales staff and helps oversee the Facility internal sales staff.
3. Works with managers and staffs of other City Carton locations with the best interests of the Company as the goal.
4. Promotes safety in the Facility by maintaining an organized, clean and safe work environment, following all procedures, guidelines and laws of the Company, federal government, state government, and local government.
5. Represents City Carton's interests in dealings with existing customers, potential customers, suppliers and vendors.
6. Assists in the development of new product lines, new markets and new customers.
7. Helps assure that products and services sold through the Facility meet City Carton and customer quality standards.
8. Keeps current on knowledge of the industry and on market conditions for products sold through the Facility.
9. Represents the interests of City Carton at meetings that affect the Company in the local communities serviced by the Facility.
10. Suggests and assists with operational plans and goals for the Facility.
11. Personally follows, and also helps assure that all Facility personnel conform to City Carton policies and procedures, suggesting changes and improvements where warranted.
12. Make sure all necessary paperwork is completed in a timely and accurate manner.
13. Assists in taking accurate monthly physical inventories at the Facility.

Requires: A bachelor's degree and 3-6 years related experience and/or training; or equivalent combination of education and experience, which includes but is not limited to management skill sets. Computer software proficiency in MS Office. Must be able to understand simple financial correspondence.

To Apply: Please send your resume and cover letter, including salary requirements, to jenniferhumphrey@citycarton.com. Resumes received without salary requirements will not be considered.

Maintenance Technician (Iowa City):

City Carton Recycling is searching for a skilled maintenance technician for its Iowa City facility. Requires valid drivers license. Desired qualifications include knowledge in industrial hydraulics, conveyors, P.L.C.S. vari-speed drives, metal fab, welding and cutting, and minor electrical. Ability to trouble shoot and accurately diagnose required. Millwright and baler experience a plus, but not required. Will train right candidate.

To Apply: Please visit our location at 3 E. Benton Street in Iowa City to apply or fax your resume, including wage requirements, to 319-248-0108.

Part Time Driving Professional (Cedar Rapids):

Responsible for driving City Carton trucks in a safe, responsible manner to transport and deliver material while servicing our customers by providing timely and courteous pickup service and delivery. This position will operate during 1st shift hours in the local area. Approximately 24/hours a week.

Requires: Class B CDL, Class A Preferred and a good driving record.

To Apply: Please visit our location at 901 Ingleside Drive SW in Cedar Rapids (next to Hawkeye Downs) to apply.

Material Handler—2nd shift (Cedar Rapids):

Material Handler—1st shift (Iowa City):

Sorts and grades materials as instructed and keeps a constant flow of material to baler. Assists in keeping the facility clean and maintaining a safe work environment. Load and unload trucks/railcars. Bale material in a safe manner.

Wage: \$9.00/hour

To Apply: Please visit our location at 901 Ingleside Drive SW in Cedar Rapids (next to Hawkeye Downs) to apply or 3 E. Benton Street in Iowa City.

Lead Material Handler (Iowa City):

Sorts and grades materials as instructed and keeps a constant flow of material to baler. Assists in keeping the facility clean and maintaining a safe work environment. Bale material in a safe manner. Oversees and directs the workflow of staff.

Wage: \$10-12/hour.

To Apply: Please visit our location at 3 E. Benton Street in Iowa City.

City Carton Recycling offers an excellent benefits package including:

Health, dental, vision insurance

Flexible Spending Accounts

Life Insurance

401(k) with company match

Paid vacation and holidays

Paid uniforms and cleaning

Wellness Program including gym reimbursement

City Carton is an equal opportunity employer.