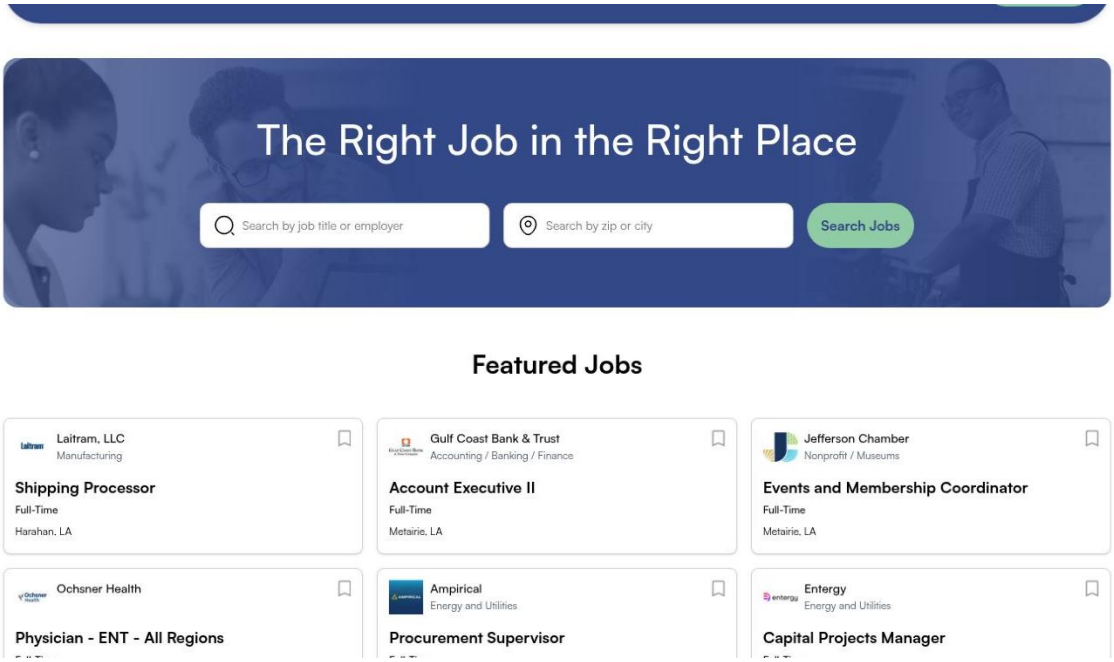
WorkNOLA: Explore Real Jobs Close to Home

A guide for students and families | Chalmette High School

What jobs are nearby? What do employers want people to know? WorkNOLA helps you explore real job postings. You can learn from them even if you are not ready to apply.

Open worknola.com. This guide shows two ways to search: by **employer** and by **job title or keyword**.



Best for exploring Greater New Orleans

WorkNOLA focuses on professional employment listings in the Greater New Orleans region. **Metro area** means a city and the nearby communities connected to it. Think New Orleans, Chalmette, Arabi, Metairie, Kenner, Gretna, Harahan, and **Slidell**. These are examples, not a complete boundary list.

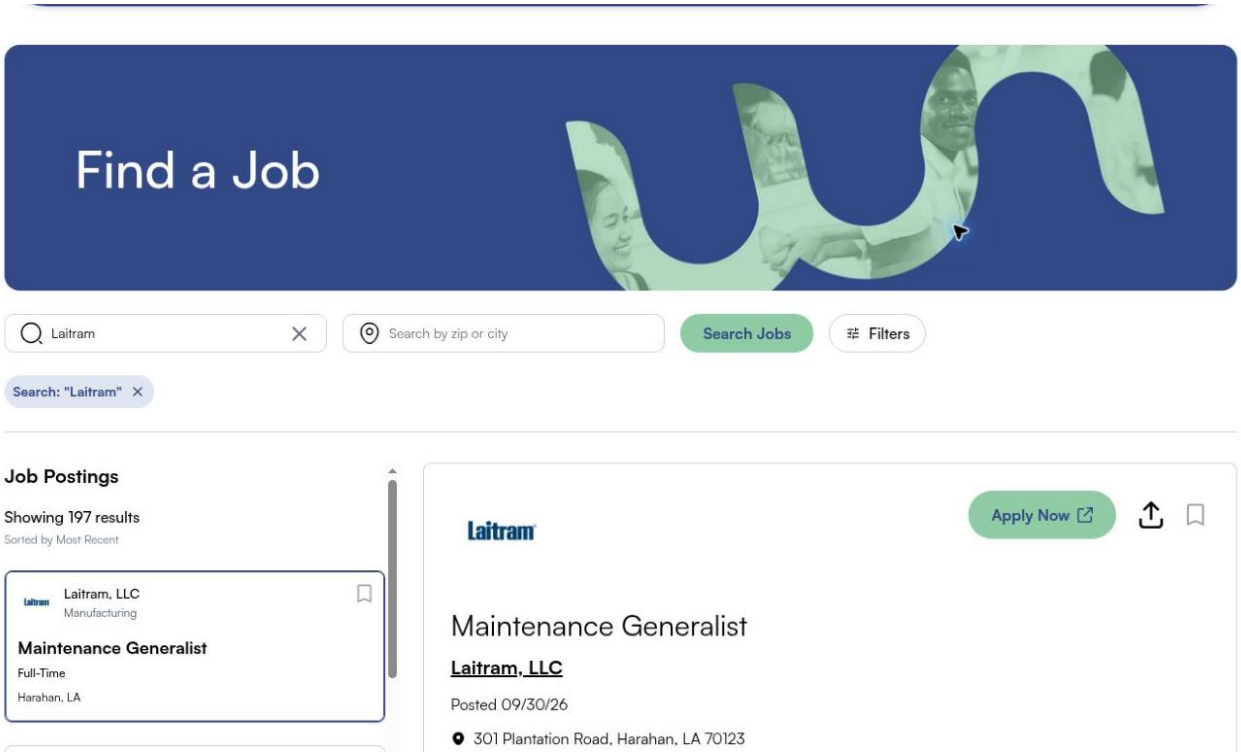
Listings may also appear farther away. Check the actual **work address** and think about the daily trip. A familiar company name does not mean the job is near your home.

Your question	How to begin
What jobs does this company offer?	Search by employer: Laitram (page 2).
Who hires people for this kind of work?	Search by job title or keyword: shipping (page 5).

1. Search by employer: Laitram

Employer means the company or organization that hires someone. An employer search is useful when you know a company and want to explore its jobs.

1. On the home page, click the box labeled **Search by job title or employer**.
2. Type **Laitram**.
3. Click **Search Jobs**. Leave location blank for this first example.
4. Read the results. Click a job title or its result card to read the full posting.



During our walkthrough, the Laitram search included maintenance, electrical controls, assembly, drafting, and engineering roles. One company can need people with many different skills.

On a computer, the job list appears on the left and a job description appears on the right. Check the title on the right so you know which job you are reading. On a smaller screen, the layout may look different.

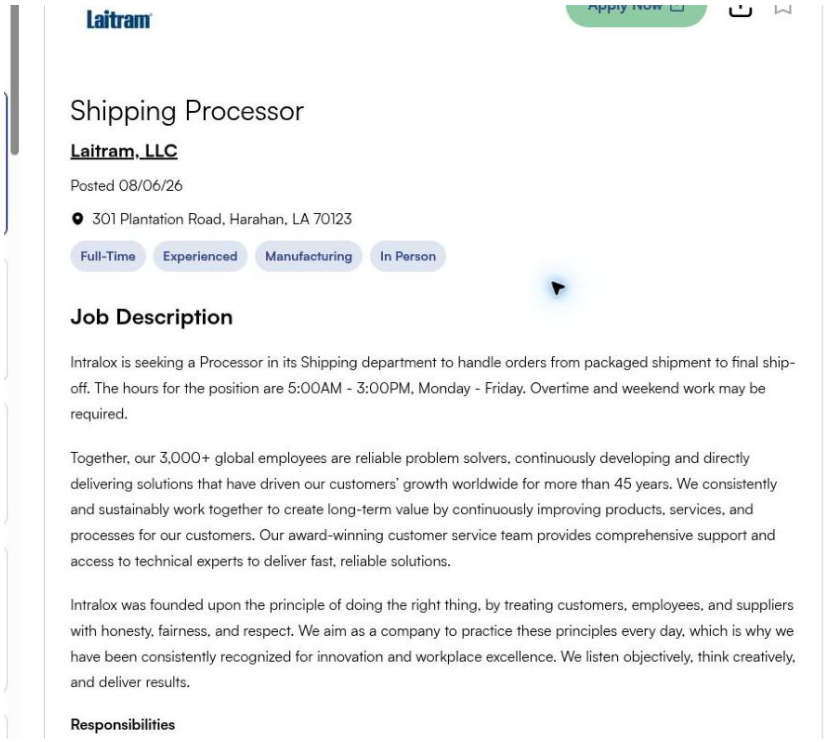
Open our logistics example

Look for **Shipping Processor**. There may be several pages of results; use the next-page arrow when needed. You can also replace Laitram with **shipping** to narrow the search, or use the featured posting on the home page if it is still there.

Open the sample Shipping Processor posting. If it is no longer available, choose another shipping posting and use the same reading steps.

2. Read the Shipping Processor posting

Logistics means getting materials and products where they need to go. It includes tracking inventory, preparing shipments, planning deliveries, and moving goods. A shipping job is one part of logistics.



Laitram

Shipping Processor

Laitram, LLC

Posted 08/06/26

301 Plantation Road, Harahan, LA 70123

Full-Time | Experienced | Manufacturing | In Person

Job Description

Intralox is seeking a Processor in its Shipping department to handle orders from packaged shipment to final ship-off. The hours for the position are 5:00AM - 3:00PM, Monday - Friday. Overtime and weekend work may be required.

Together, our 3,000+ global employees are reliable problem solvers, continuously developing and directly delivering solutions that have driven our customers' growth worldwide for more than 45 years. We consistently and sustainably work together to create long-term value by continuously improving products, services, and processes for our customers. Our award-winning customer service team provides comprehensive support and access to technical experts to deliver fast, reliable solutions.

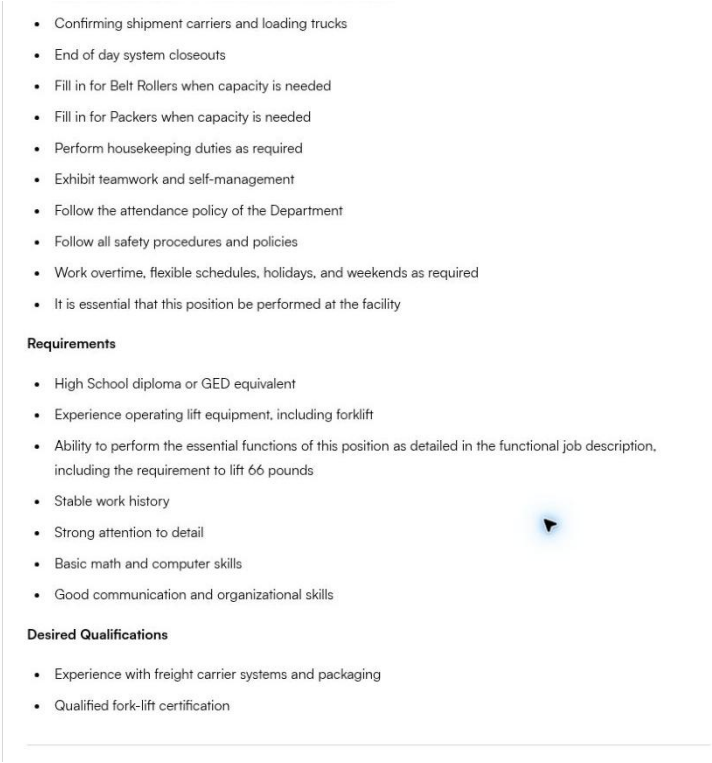
Intralox was founded upon the principle of doing the right thing, by treating customers, employees, and suppliers with honesty, fairness, and respect. We aim as a company to practice these principles every day, which is why we have been consistently recognized for innovation and workplace excellence. We listen objectively, think creatively, and deliver results.

Responsibilities

What to check	What this example shows
Employer / company	The listing is under Laitram, LLC. The description names Intralox, one of Laitram's operating divisions.
Work location	301 Plantation Road, Harahan, LA 70123. Use the job's address, not just the company profile's parish label.
Work arrangement	In Person: the work is done at the facility.
Schedule	Full-Time; the description lists 5 a.m.-3 p.m., Monday-Friday, with possible overtime and weekend work.
Experience label	Experienced. A high school diploma requirement does not automatically make a job suitable for someone with no work experience.
Pay	This posting does not list a wage. Do not assume an amount. Check the employer's information or ask during the hiring process.

Why this matters: A job may sound interesting but require experience, an early start, or a longer drive than expected. Read the details before deciding whether it fits.

3. Duties, requirements, and preferences



- Confirming shipment carriers and loading trucks
- End of day system closeouts
- Fill in for Belt Rollers when capacity is needed
- Fill in for Packers when capacity is needed
- Perform housekeeping duties as required
- Exhibit teamwork and self-management
- Follow the attendance policy of the Department
- Follow all safety procedures and policies
- Work overtime, flexible schedules, holidays, and weekends as required
- It is essential that this position be performed at the facility

Requirements

- High School diploma or GED equivalent
- Experience operating lift equipment, including forklift
- Ability to perform the essential functions of this position as detailed in the functional job description, including the requirement to lift 66 pounds
- Stable work history
- Strong attention to detail
- Basic math and computer skills
- Good communication and organizational skills

Desired Qualifications

- Experience with freight carrier systems and packaging
- Qualified fork-lift certification

Posting section	What it means
Responsibilities	Tasks you would do on the job. This example includes entering and checking shipment data, preparing shipment documents, and helping load trucks.
Requirements	What the employer says the applicant needs. This example includes a diploma or GED, lift-equipment experience, basic math and computer skills, and communication and organization skills.
Desired Qualifications	Extra skills or experience the employer would like. Here: freight-system and packaging experience, plus forklift certification. These are listed separately from requirements.

The posting also describes physical tasks, including lifting 66 pounds. Read the full description and ask the employer about questions concerning essential tasks and the work environment.

Connect it to school

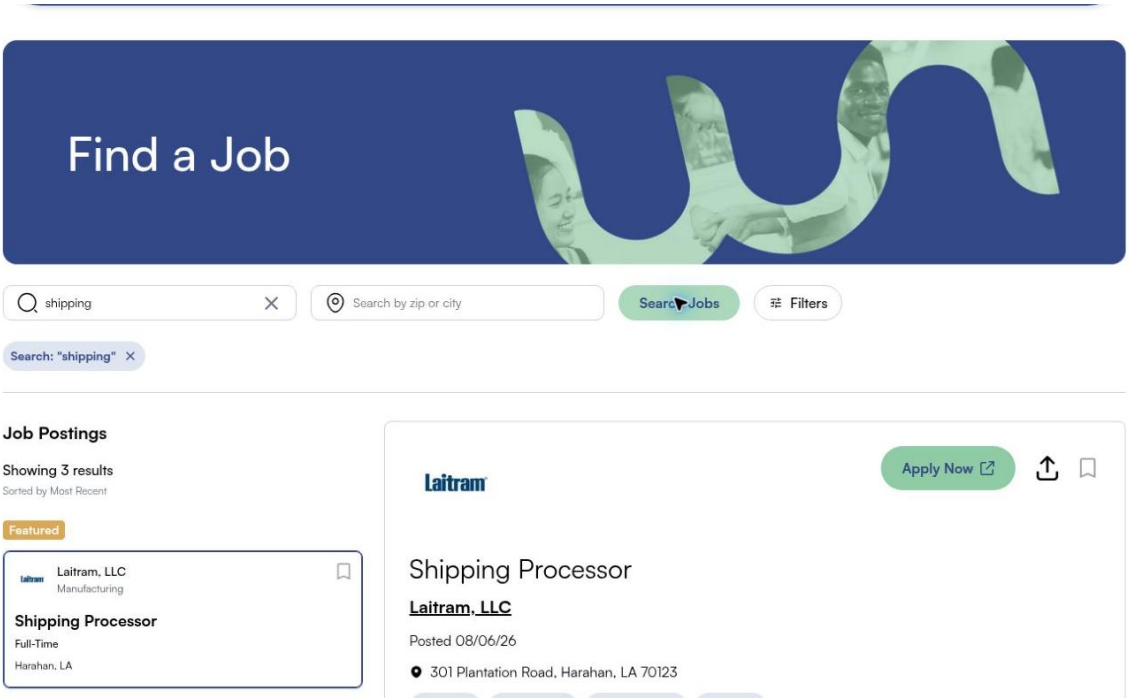
Math and computers: practice accurate calculations and data entry.
Communication: give clear directions and ask questions.
Attention to detail: check your work before submitting it.
Safety and teamwork: follow procedures and work reliably with others.

These skills are a starting point. A class or credential does not automatically meet every requirement. Ask a counselor which courses or supervised experiences could help you prepare.

4. Search by job title or keyword

A **job title** names a role. A **keyword** is a word connected to the work. This search is useful when you want to explore a type of work across employers.

1. In the same search box, replace Laitram with **shipping**.
2. Click **Search Jobs**.
3. Open a result and compare its tasks, location, and requirements.



Our shipping search returned **Shipping Processor, Shipping Order Packer - 2nd Shift,** and **Shipping Clerk**. All three were listed under Laitram during this walkthrough. A keyword search can find different employers, but it does not guarantee that every search will do so.

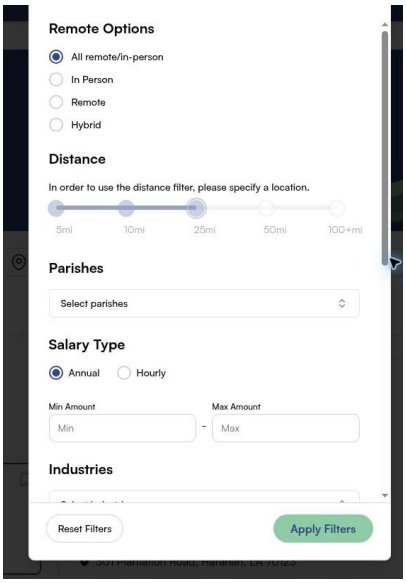
Type of work	Related words to try one at a time
Logistics	shipping, logistics, warehouse, inventory, distribution
Instrumentation and controls	instrumentation, instrument technician, electrical controls, controls technician

The shipping search above was tested. The other words are suggestions to try. Employers use different titles, and related jobs can have different duties and training needs. Read each posting separately.

If you find few or no results: Try a shorter or related word. Remove a filter or widen the location. No results does not mean the career does not exist. WorkNOLA is one source of job postings.

5. Use filters to narrow your search

Click **Filters** beside the search controls. Choose the options you need, then click **Apply Filters**. Start with only one or two filters. Too many can hide useful examples.



Filter	Plain meaning / when to use it
Parishes	Choose an area such as St. Bernard, Orleans, Jefferson, or St. Tammany. Slidell is in St. Tammany Parish.
Remote Options	In Person: at the worksite. Remote: away from the worksite. Hybrid: a mix. Read the posting for exact expectations.
Distance	How far from a selected location. The site says you must specify a location to use this filter.
Salary Type / Amount	Annual means pay for one year; hourly means pay for one hour. Choose the correct unit. Some postings do not list pay.
Industries	Broad fields such as manufacturing or transportation. Logistics tasks may appear in several industries.
Level	Entry level, experienced, or leadership roles. Read the requirements even when a label looks promising.
Job Type	Full-time, part-time, apprenticeship, internship, and other arrangements. Part-time or internship does not automatically mean a high school student is eligible.

Use **Reset Filters** to clear filter choices. Recheck the keyword too. If searching by city or ZIP, use the location box near the keyword search; confirm the location and each posting's address.

6. Learn about employers and accounts

Explore a company

Click the employer name inside a posting or choose **Employer Directory** in the top menu. Search the company name, open its profile, and read its information and website links.

A company may have several locations and several kinds of work. Look at the address and requirements of the specific job, rather than assuming every role has the same location or qualifications.

Different paths within a company

Field	What people may work on
Instrumentation and controls	Instruments and control systems used in industrial processes. Compare the specific job's training and experience requirements.
Manufacturing	Making products, operating equipment, and keeping production running.
Logistics	Organizing materials, inventory, orders, and shipments.

CHS students can use an employer search to explore how their interests and training connect to different roles. Our Shipping Processor example is a logistics role. Students studying instrumentation should look for relevant technical roles and read those requirements separately.

Do I need an account?

You can browse the searches and postings shown in this guide without an account. The **Job Seeker** signup page says an account lets you save postings and fill out and manage job applications. Those account features were not tested in this walkthrough.

When you are ready, click **Sign Up** and follow your school or family's account directions. Choose the job-seeker signup, rather than Post a Job, which is for employers.

Apply Now may take you to the employer's own application website. Browsing or saving a posting is not applying. Read the current employer posting and requirements before completing an application. No applications were submitted for this guide.

Use a posting to plan your next step

Choose a job you find interesting. You do not have to qualify for it today. Use its requirements to decide what you want to learn next.

Family exploration notes	Write your answer
Job title and employer	_____
Work address / daily trip	_____
Two tasks the person does	_____ _____
Two required skills or qualifications	_____ _____
One desired qualification	_____
Pay and schedule, if listed	_____
One skill I can build in school	_____
One question for a counselor	_____
My next step and when I will do it	_____

Example next step

"The shipping job uses math, computers, and careful recordkeeping. This week, I will ask which class or supervised work experience can help me practice those skills."

For instrumentation: "I will compare two technical postings and ask how my training matches their requirements, and what additional experience I would need."

About this guide

Screenshots and public searches checked October 1, 2026. Jobs, results, and requirements can change. Sample postings are for learning; their presence does not guarantee a job remains open. No account was created and no application was submitted.

WorkNOLA home

Job search

Employer directory

Shipping Processor example

Job-seeker signup information