

LABELTRONIX®

Job Description

Job Title: Finishing Press Operator
Department: Production - Finishing
Reports To: Production Manager
FLSA Status: Non-exempt
Approval Date: April 8, 2016

SUMMARY

Performs daily operation and maintenance of finishing press equipment

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Special projects and other duties may be assigned as needed.

- Perform daily converting and finishing as required to meet the production schedule
- Perform routine maintenance, on schedule and according to procedure
- Perform adjustments accurately, efficiently, and according to procedure
- Monitor the finishing process to maintain high finished product quality
- Understand machine capabilities to achieve optimum quality, throughput, and waste minimization
- Update real-time order data through internal information systems
- Perform order Q.C. checks according to work instructions to ensure accuracy
- Keep aware of deadlines and produce orders to meet commitments
- Participate in training programs facilitated by Production Manager and General Manager
- Responsible for proper handling of all supplies associated with the finishing process
- Adhere to existing work instructions/processes and contribute ideas and recommendations for continuous process improvement

EXPECTATIONS:

- Maintain a very organized, clean, and safe work environment
- Press operating experience and/or equivalent training based on Labeltronix processes and procedures
- Participate in a continuous learning environment
- Be able to work at times under high-pressure
- Understand the importance of customer needs for both internal and external customers
- Possess a cooperative, team attitude
- Follow procedures/work instructions well
- Be detail oriented
- Have strong dedication and good work ethic
- Provide regular feedback on ways to improve production processes

QUALIFICATIONS:

- Printing experience is a plus
- Good troubleshooting skills
- Experience maintaining equipment
- Color theory/management is a plus

6/22/2017

* This job description must be updated after 12 months from approval date.

EDUCATION and/or EXPERIENCE:

- High school diploma or equivalent
- Experience in a printing field is a plus
- Minimum 1-year experience in a label printing operation is a plus

CERTIFICATES, LICENSES, REGISTRATIONS:

- Basic understanding of Word, Excel, E-mail programs

PHYSICAL DEMANDS:

- Lift up to 50 pounds without aid
- Move/handle up to 250 pounds with aid
- Exposed to intermittent noise levels approaching 100 decibels
- Use of harsh chemicals (isopropyl alcohol, petroleum based imaging oil)
- Exposure to modest amount of ozone

SUPERVISORY RESPONSIBILITIES:

- None

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