

LABELTRONIX®

Job Description

Job Title: Production Support
Department: Manufacturing - Production
Reports To: Production Manager
FLSA Status: Non-exempt

SUMMARY

Performs daily support for the Digital, Flexo, Finishing Press Operators and Warehouse operations.

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

- Support Digital Operators by preparing and staging tools and materials for the next order
- Support Finishing Operators by preparing and staging tools and materials for the next order
- Re-Stock used tools and materials after operators have completed jobs
- Sweep, mop, empty trash cans, clean work surfaces and perform any applicable maintenance duties to keep the production area suitable for customer tours. Keep the warehouse area organized and suitable for daily business
- Assist and perform daily packaging as required to meet the production schedule
- Update real-time order data through internal information systems when applicable
- Keep aware of deadlines and produce orders to meet commitments
- Participate in training programs facilitated by Production Manager
- Responsible for proper handling of all supplies associated with the rewinding and packaging process
- Adhere to existing work instructions/processes and contribute ideas and recommendations for continuous process improvement
- Assist in continuous improvement projects designated by the Production Manager

EXPECTATIONS:

- Maintain a very organized, clean, and safe work environment
- Participate in a continuous learning environment
- Adjust to new objectives as necessary
- Be able to work at times under high-pressure
- Understand the importance of customer needs for both internal and external customers
- Be receptive to feedback
- Be a good listener and open-minded
- Possess a cooperative, team attitude
- Follow procedures/work instructions well
- Be detail oriented
- Have strong dedication and good work ethic

QUALIFICATIONS:

- Good troubleshooting skills
- Experience maintaining equipment
- Printing experience is a plus

7/3/2018

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

EDUCATION and/or EXPERIENCE:

- High school diploma or equivalent
- Minimum 1 years experience in a label printing operation is a plus
- Experience in a manufacturing environment a plus

CERTIFICATES, LICENSES, REGISTRATIONS:

- Basic understanding of Word, Excel, E-mail programs
- Fork lift certification a plus

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