

# LABELTRONIX®

## Job Description

**Job Title:** Quality Rewinder

**Department:** Quality

**Reports To:** QA Manager

**FLSA Status:** Non Exempt

### **SUMMARY:**

This position is responsible for the ensuring the company's quality standard for all product & service quality issues/concerns including customers and vendor returns, as well as being responsible for Labeltronix employees following the company's quality management system. Responsibilities include inspections of Labeltronix's products; communication to team members, managers, customers, suppliers and other outside services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but are not limited to. Special projects and other duties may be assigned as needed.

- Perform daily rewinding inspections as required to meet the company standards.
- Perform routine maintenance, on schedule and according to procedure
- Monitor the rewinding process to maintain high quality finished product
- Understand machine capabilities to achieve optimum quality, throughput, and waste minimization
- Perform order Q.C. checks according to company's Quality checklist to ensure accuracy
- Keep aware of deadlines and evaluate orders to meet commitments
- 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
- Maintain database, mine database for critical information
- Look for opportunities to optimize performance
- Ability to perform ISO audits and regulatory production maintenance audits
- Assist with RMA returns, deposition, and any possible corrective action required for minimizing future RMAs.
- Provide regular feedback on ways to improve processes
- Provide recommendations and feedback to management regarding operational capabilities and limitations
- Maintain a very organized, clean, and safe work environment
- Participate in a continuous learning environment
- Adjust to new objectives as necessary
- Keep up-to-date on industry knowledge
- 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
- Have the ability to learn different machinery for inspections
- Be detail oriented
- Have strong dedication and good work ethic
- Sweep, mop, empty trash cans, clean work surfaces and perform any applicable maintenance duties to keep the production area suitable for customer tours

**QUALIFICATIONS:**

- Good troubleshooting skills
- Experience maintaining equipment
- Machine aptitude is a plus
- Printing Experience a plus

**EDUCATION and/or EXPERIENCE:**

- High school diploma or equivalent
- Minimum 2 years experience in a manufacturing environment
- Minimum 1 years experience in a label printing operation is a plus
- 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
- Exposed to flashing lights needed for inspection

**SUPERVISORY RESPONSIBILITIES:**

None