



Quality Labels • Innovative Solutions

JOB DESCRIPTION

Job Title: Label Line Associate
EEOC Number and Classification: 70605, Operatives
Reports to: Label Finishing Manager
Status: Non-Exempt

Date: July 12, 2010

Job Summary:

While maintaining personal safety in accordance with company policies and procedures, perform a variety of quality checks ensuring we meet our customer specifications, package the labels preparing them for shipments,.

Job Responsibilities:

1. Obtains or exceeds standards to ensure production goals are achieved.
2. Inspects labels to ensure label sizes and customer specifications are achieved.
3. Performs equipment set up and operation; Operates manual and automatic shrink wrapper; changes tape and rolls of shrink-wrap, operates and adjusts all auxiliary equipment.
4. Prepares cartons for packaging labels.
5. Reviews and follows customer packaging specifications.
6. Transports material using powered hand trucks.
7. Maintains production records.
8. Assists in the training / mentoring of Label Line Associates.
9. Cross training will be expected

Competencies:

Initiative
Organization
Problem Solving
Support of SQP Programs
Communication
Calm under pressure
Teamwork
Basic Math Skills
Detail Oriented

Prerequisites: High school diploma or general education degree required; 1-3 years similar work experience in the printing industry and/or training or equivalent combination of education and experience preferred.

Physical Requirements: Must meet physical requirements identified in work screen protocol (Pod A) ; visual acuity corrected to 20/40; must pass Ishihara Color Assessment and receive a minimum of average/normal color vision score on the Farnsworth Munsell 100 Hues and D-15..