

# Packer

## Position Description



Position Title:	Packer		
Reports to:	Production Supervisor		
Direct Reports:	None		
Financial Delegations:	None		
Division:	Label Manufacturing	Dept:	Pressroom
Location:	Brisbane	Creation Date:	15/06/09

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## Company Overview

insignia is a national label manufacturing business with a strong focus on providing valued solutions to its customers. Part of the Winson Group, insignia has an unwavering passion to help Australian businesses compete. Our values, our people, our products and our services have been the platform for 50 years of being an indispensable partner for our customers.

### Our Promise:

- Market leading products
- Nationwide coverage
- Expertise across all industries
- Delivered with personable service and support, diligence and professionalism

**Group Cores Values:** Honour; Ownership and Commitment; Change for Strength; Diligence

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## Position Overview & Organisational Requirements

### Position Summary:

The position of Packer supports the Label Converting division through fast and efficient packing of manufactured products.

### Organisational Requirements:

- All positions within the Winson Group will support the achievement of our Mission.
- When dealing with our colleagues, customers and the community, all employees are required to act in accordance with the company's stated values and behaviours, customs and practices.
- Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and the Group's policies and procedures.
- Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.

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### Key Responsibilities

- Display behaviours consistent with the stated Winson Values

#### Safety

- Safety is paramount in all tasks.
- Follow all company procedures for health and safety, including but not limited to the use of PPE, manual handling, and hazard and incident reporting.
- Maintain high personal standards of occupational health and safety in all work activities, which includes but is not limited to use of process chemicals, manual handling and operation of moving plant and machinery.
- Ensure machinery and equipment is kept clean and in good condition and report all failures, breakdowns, and other maintenance and safety issues to Production Supervisor.
- Ensure Pressroom and work stations are kept clean, tidy and free of clutter.

#### Product Packing & Machine Operation

- Complete scheduled packing of orders in a timely manner.
- Ensure presentation of packing meets visual and functional standards.
- Advise Production Supervisor if non-conforming product is identified and cannot be corrected.
- Ensure equipment and product is kept in clean condition.
- Ensure quality of goods is consistent to company and customer requirements as detailed in the quality system and production orders.
- Operate basic machinery, including tape machines and core cutting machines

#### General

- Inform Production Supervisor of low stock levels.
- Inform Production Supervisor of maintenance needs.
- Clarify any vague or ambiguous instructions with Production Supervisor or Prepress Supervisor.
- Continually strive to improve and implement quality systems and procedures to ensure customers' needs are met.
- Participate in lean manufacturing transition.

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### Key Competencies/Experience

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- Ability to stack, package and secure products to comply with quality and presentation standards.
- Ability to evaluate product quality.
- Basic understanding of warehouse, labelling and coding industry standard practices.
- Ability to communicate effectively with staff and supervisors.

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### Experience

- 1+ years' experience in printing or other manufacturing industries is useful but not essential.

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## Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours
- Packing deadlines to be met for each order.
- Maintain Warehouse/Pressroom in clean and tidy state.
- Maintain safe working practices.
- Compliance with quality Standard Operating Procedures.

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## Qualifications

- None

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## Mandatory Criteria

- None

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## Specific Requirements of the Position

- Available for over-time when required
- Light to heavy manual handling requirements

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## Key Stakeholders

### Internal

- Warehouse and Production Staff
- Supervisor

### External

- None