

Finisher

Position Description



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|------------------------|--|-------|-----------|
| Position Title: | Finisher | | |
| Reports to: | Production Supervisor / Production Manager | | |
| Direct Reports: | None | | |
| Financial Delegations: | None | | |
| Division: | Label Manufacturing | Dept: | Pressroom |
| Location: | QLD / VIC | Date: | 03/01/16 |

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

Position Overview & Organisational Requirements

Position Summary:

The position of Finisher is responsible for the efficient rewinding and slitting of label and tag products by operating finishing equipment to meet safety, quality and time requirements, and assisting with stock control and packing when required, to ensure all products meet specifications.

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.

Key Responsibilities

- Display behaviours consistent with the stated Winson Values

Label Manufacturing

- Ensure finishing and core cutting machines are set up, run and shut down using safe and correct methods to achieve order production and quality specifications.
- Monitor job accuracy and quality to ensure compliance with production and customer requirements, by performing on line quality checks and maintaining operational alertness.
- Complete all required log sheets and production records accurately and in a timely manner.
- Advise Production Supervisor / Production Manager if non-conforming product is identified and cannot be corrected.
- Advise Production Supervisor / Production Manager of low stock or raw materials levels, or other significant operating issues.
- Actively participate in lean manufacturing and continuous improvement activities and initiatives.
- Assist when required with other activities which are within the abilities and training of the individual, including but not limited to packing of completed product.
- Undertake all company designated training, both on-the-job and internal and external courses, as appropriate.
- Carry out routine maintenance and cleaning activities and maintain good levels of housekeeping at all times.
- Assist Printers as needed.

Safety

- Safety is paramount at all times and in all tasks.
- Follow all company procedures for health and safety, including but not limited to the use of PPE, manual handling, isolation procedures, 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 and cleaning chemicals, manual handling, working with sharp objects, 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 / Production Manager.
- Ensure Pressroom and work stations are kept clean, tidy and free of clutter.

Key Competencies/Experience

Key Competencies

- Good understanding of health and safety requirements in an industrial environment.
- Good understanding of slitting/rewinding equipment and processes for labels and tags.

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- General understanding of label manufacturing, and basic understanding of flexographic printing and die cutting.
- Good understanding of and ability to carry out quality inspections to evaluate process and product quality and meet product specifications.
- Ability to communicate effectively with team mates and supervisors.
- Ability to perform basic maintenance and troubleshooting on equipment, to determine when and what kind of maintenance is required.

Experience

- 1+ years' experience in the label or other printing industries.

Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours.
- Compliance with all company health and safety standards and requirements at all times.
- Customer orders are completed on-time, in full and meet quality standards.
- Pressroom and work area maintained in a clean and tidy state.
- Compliance with Standard Operating Procedures.
- Minimise waste and machine downtime.

Qualifications

- None

Mandatory Criteria

- None

Specific Requirements of the Position

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

Key Stakeholders

Internal

- Production and Warehouse Employees
- Manager and Supervisor
- QOHSE Department

External

- None

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Authorisation

Please sign to confirm that this Position Description has been discussed by both parties.

| | | | |
|---------------------------|-------|------|-------|
| Employee Name & Signature | _____ | Date | _____ |
| Manager Name & Signature | _____ | Date | _____ |