

Packer & Finisher

Position Description



Position Title:	Packer & Finisher		
Reports to:	Production Supervisor		
Direct Reports:	None		
Financial Delegations:	None		
Division:	Label Manufacturing	Dept:	Pressroom
Location:	Brisbane	Creation Date:	21/07/20

Company Overview

insignia is a national label manufacturing business with a strong focus on quality – Quality award-winning labels, quality brands, quality service and quality people. insignia has been helping their customers with printed & blank labels, portable & desktop printers, automated print-&-apply applicators, and coding & marking systems for over 40 years.

Mission Statement: Through People, Process and Passion build labelling business which brings unprecedented delight to customers, fear to competitors and delivers long term security and opportunity to all of us.

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

Position Overview & Organisational Requirements

Position Summary:

The position of Packer & Finisher supports the Label Converting division through fast and efficient finishing, packing and quality checking 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, 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.
- Display behaviours consistent with the stated Winson Values

Key Responsibilities

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

- 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 order system.

Label Manufacturing: Finishing

- 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 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.
- Problem solve individual task quality issues in a timely manner. Ask for help when required.
- Always carry out basic routine maintenance and cleaning activities while maintain good levels of housekeeping.

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 quality and procedures to ensure customers' needs are met.
- Actively Participate in lean manufacturing and Continuous Improvement activities and initiatives.
- Undertake all assigned training when required.
- Assist in other areas when required and appropriately trained.

Key Competencies/Experience

Key Competencies

- Physically fit and Able 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
- Basic machine operating skills.

Experience

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

Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours
- Follow daily schedule
- Maintain clean and tidy work area.
- Maintain safe working practices.
- Compliance with quality Standard Operating Procedures.

Qualifications

- None

Mandatory Criteria

- None

Specific Requirements of the Position

- Available for over-time when required
 - Light to heavy manual handling requirements
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Packer & Finisher Position Description



Key Stakeholders

Internal

- Warehouse and Production Staff
- Supervisor

➤ External

- None

Authorisation

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

Employee Name & Signature	_____	Date	_____
Manager Name & Signature	_____	Date	_____

Date	Reviewed By	Comment
15/06/09	N Golenkova	New PD
2/06/10	N Golenkova	Added manual handling requirement.
15/08/16	S Lindsay & S McCalman	Reviewed and updated to reflect current practices.
23/7/2020	M. McGinn	Updated job title and duties