

Job Description

Job Title: Finisher
Reports To: Finishing Lead
FLSA Status: Non-exempt
Department: 525

Summary:

Responsible for the production of the company's products within prescribed specifications and efficient machine operation by performing the following duties.

Job Duties and Responsibilities:

1. Cuts holes and fastens grommets to material according to job specifications.
2. Attach staffs to flags according to job specifications
3. Package banners into rolls for safe and efficient transport.
4. Operate shrink-wrap machine to package products according to production and shipping schedules.
5. Apply the correct product identity label to the product.
6. Detect and report machine malfunctions promptly to management.
7. Ensure material waste is kept to a minimum.
8. Documents production activities each day as assigned.
9. Notifies management of product discrepancies, and/or equipment malfunctions.
10. Maintains work areas in a clean, orderly and safe manner to include returning tools to designated areas.
11. Complies with company policies and procedures giving special attention to safety regulations.
12. Performs other related duties as assigned.

Skills:

Oral Communication Skills
Written Communication Skills
Reading Comprehension
Technical Communication
Organization

Time Management
Physical & Manual Dexterity
Mechanical Aptitude

**Physical Requirements:**

The Finisher may exert over 50 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Will work in an environment with moving mechanical parts and occasional loud noises. The ability to bend, stretch, twist, or reach with your body, arms, and/or legs. Must be able to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects. Requires the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. Requires the ability to inspect details and detect deficiencies. This position must be able to stand for 8 hours a day and will frequently move about the workspace. Must be able to communicate with others. Reasonable accommodations can be made if necessary.

Education/ Experience:

High School Diploma or Equivalent. Prior work related experience helpful.