



Letterhead Press, Inc. an industry leader in print finishing & packaging is looking for well qualified applicants for both production and office positions at its New Berlin, WI manufacturing facility.

Position Currently Open, June 2017:

Mounter - 1st & 2nd Shifts, full time

JOB SUMMARY: Set up and run Mounting equipment. Clean and maintain equipment. Also must be able to meet or surpass production and quality standards. We are looking to fill these roles on both 1st (6:30am - 2:30pm) and 2nd (2:30pm - 10:30pm) shifts. Please watch our Corporate video online at www.letterheadpress.com.

ESSENTIAL FUNCTIONS:

- Set up make-readies accurately and efficiently.
- Have sample approved by customer
- Have all jobs signed off by supervisor before running
- Run production product
- Maintain QC pulls
- Clean and maintain equipment.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- To perform the job successfully, an individual should demonstrate the following competencies
- Adhere to all SQF policy and procedures.
- Understand and follow job ticket instructions.
- Being mechanically inclined
- Able to troubleshoot

ADDITIONAL RESPONSIBILITY

- Organizes, directs temporary labor in working area as needed.
- Adhere to all QC Policies and Procedures.
- Accurate load tags
- Follow all GMP's

SPECIAL DEMANDS

- Communicates effectively in speaking, writing, and in listening.
- Keep other production employees informed as to shift plans and progress.
- Proactive mind-set and flexibility are important as well as the ability to work under just-in-time pressures.

EDUCATION AND EXPERIENCE

- Minimum High school Diploma or General Equivalency Diploma (GED).

MENTAL REQUIREMENTS

- Ability to take control of situations and follow them through to a successful end result.
- Ability to work well with all levels of management and peers.
- Ability to work with little supervision.
- Ability to effectively function in pressure situations.

WORKING CONDITIONS

Working conditions are normal for a plant manufacturing packaging materials. Food safety practices are followed and upheld to the full extent. Work will involve lifting of raw materials, finished cases of product or even bags of refuse. You will be required to wear safety glasses during sanitation. While performing the duties of this job, the individual is regularly required to stand, walk, sit, use hands to fingers, handle objects or things, feel, reach with hands and arms, and talk, and hear.

PHYSICAL REQUIREMENTS

- Ability to work in a normal packaging atmosphere and the situations that it may expose (noise, temperatures, etc.).
- Ability to perform operational/manufacturing functions in order to keep the process viable. Requires bending, lifting, reaching and stretching.
- May be required from time to time to lift weight up to 50 lbs.
- May be required from time to time to push/pull up to 250 lbs.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The LPI employee obtains the following benefits:

- Vacation
- Paid Holidays
- Health Insurance
- Dental Insurance
- Vision Insurance
- Short Term Disability Plan
- Long Term Disability Plan
- Life Insurance and Voluntary Life Insurance
- 401K Program with Company contribution
- Wellness Program
- On-Site Fitness Center

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