

## Finishing Operator

The Finishing Operator is responsible for the steps within the Finishing process. Those workstations include: back slitting, laminating, adhesive application, die cutting, power cutting, embossing, Zund operation, Pick-n-Peel, and pre-mask. Typically, Finishing Operators are trained on one of these job tasks at a time, but will be cross-trained for multiple steps/job tasks within the Finishing process.

### Responsibilities:

- Operates equipment safely and as intended.
- Practices good communication and transition of job orders between departments to realize company objectives.
- Pay close attention to details when reading job orders, product descriptions, following processes, machine operations, etc.
- Assists in monitoring and communicating inventory level(s) of transfer adhesive, premask and laminating film, ejection material, steel rule, etc. to assure on-time completion of department workload.
- Assures on-time completion of product and documentation of preventive maintenance requirements.
- Works with co-workers/colleagues/teammates, along with the Shift Lead/Dept. Supervisor, to communicate deadlines and departmental goals.
- Recommends innovations that improve product and process quality, productivity, and costs.
- Assures safe and efficient operation of all department equipment.
- Maintains department housekeeping in accordance with company standards.
- Adhere to the policies as listed in the VMS Employee Handbook.

### Minimum Qualifications:

- One to three years' related manufacturing/production experience and/or training; or an equivalent combination of education and experience.
- The ability to accurately read a tape measure and other measuring devices.
- Strong organization, time management, problem-solving, and multi-tasking skills.
- Self-starter with ability to work independently with minimal supervision.

### Education/Experience:

- High School diploma/GED or equivalent required.

