

Material Prep

1st Shift (7:30am – 4:15pm, Mon – Fri, 5 days/week, 8-hrs/day)

2nd Shift (4:30pm – 3:15am, Mon – Thurs, 4 days/week, 10-hrs/day)

Eligible for benefits [Medical/Dental/Vision/401(k), etc] upon completion of first 90-days of employment. Pay: \$16.00 - \$20.00/hour to start.

Our Material Prep/Handler opportunity would be located within our Shipping/Receiving Dept. The Material Prep position plays a vital part to our production process. VMS is seeking candidates with 1-2 years Material Prep/Material Handling experience, along with having experience in a manufacturing environment. We are also willing to train the right individual(s).

The job entails the following duties:

- * Establishes and maintains on-hand material (vinyl) per production schedule.
- * Operating various machines that cut/prepare raw product (primarily vinyl) to the required size/dimensions for production purposes.
- * Maintains work area as prescribed in accordance with company standards.
- * Notifies department supervisor of any/all product's non-conformance and any/all equipment abnormalities.
- * Will be trained and able to assist with other Warehouse duties (shipping, receiving, order pulling).
- * Completes all records and forms in accordance with company standards.
- * Processing work orders and job flow through VMS' ERP/computer system.
- * Is physically fit and able to lift 25 - 75lbs on regular basis.