

**Position Title**

Sample /Label Coordinator

**Date Prepared**

January 21, 2003

**Department**

Bindery

**Location**

Brainerd

Reports to: Bindery Manager

**I Position Purpose**

- To ensure Samples for Customer and Sales from all shifts meet the Quality Standards.
- Monitor labels for correctness and compliance to all shipping regulations.
- Final review before Samples and finished goods are shipped to the customer.

**II Budget Dimensions**

- Ensures all samples and finished goods are ready for shipment.
- Works with fellow employees to ensure quality and on time delivery of product

**III Primary Functions: Duties, Responsibilities and Expectations**

- Interpret and understand bindery schedule.
- Locate and pull samples for all jobs.
- Ensure samples are at quality level for delivery to customer
- Assist UPS
- Perform duties of a machine operator
- Check bad books.
- Book inspections.
- Pull F & G 's as required
- All other duties as required.

**IV Communication**

**Contacts**

- \* Department Supervisors
- \* Production Support Leaders
- \* Manufacturing Employees
- \* Scheduling/Purchasing

**Nature or Purpose**

- \* Direction, feedback, information exchange
- \* Communicate, support, information exchange
- \* Provide direction, guidance, information exchange
- \*Communicate, information exchange

**V Problem Solving**

- Ensure production is maintained.
- Provide guidance on quality.
- Provide support to employees and Production Support Leaders.
- Accurately detail issues to Bindery Manager or V.P. of Operations for resolution.

**VI    Education and Experience**

- Excellent trouble shooting skills
- Leadership tendencies
- Good interpersonal skills & communication skills
- Good organizational skills; knowing location of supplies & materials
- Ability to read schedules

**VII    Travel/Physical Exertion**

- Ability to lift 60lbs. on a regular basis.
- Willing to work all shifts.
- Willing to work as needed.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_