



**ESSENTRA**

### **ESSENTRA HPC Job Description**

**Job Title:** Press Assistant-Flexo

**FLSA Status:** Nonexempt

**Division:** Labels

**Shift:** First, Second, Third, Weekend

**Department/Cost Center:** Labels

**Reports to (Title):** Label Manager

**Location:** Greensboro, NC

**Date Created:** May 15, 2015

#### **I. Essential Functions:**

The job description below includes the ability to produce quality production by prompt thorough examination of product for defects according to Standard Operating Procedures (S.O.P.). Also, to assist team members along with the Quality Assurance staff in an efficient manner.

#### **II. Specific Duties, Activities, and Responsibilities:**

##### **Responsibilities Include:**

##### **Press Helper:**

Initially, this is an entry level job. With obtaining basic knowledge of the press by accomplishing the duties written below, opportunity for advancement to a higher level in the press room is based on experience, technical understanding, and skill level achieved.

##### **The Press Assistant should be able and willing to do the following:**

- Load paper
- Mount Plates
- Mix Ink
- Add ink to the press
- Pull material and load on the press
- Maintain a clean work area
- Maintain an eye for detail (proofing sheet)
- Wash plates and store properly
- Maintain safe work area and safe work habits around machinery
- Wash plates
- Inspect plates
- Remove plates
- Assist in press change over
- Perform regular maintenance
- Change ink pans, metering rolls, doctor rollers, and anilox rolls
- Remove print cylinders and dies.
- Monitor press while in operation
- Make minor machinery adjustments
- Deface plates and place in recycle bin
- Run the press during short operator absences.
- Any other additional duties that ensure the presses run efficiently and correctly

### **III. Position Requirements:**

#### **Education/Experience:**

- High School education

#### **Knowledge/Skills Requirements:**

- Excellent verbal, written, organizational, and interpersonal skills
- Individual must be proactive and a self-starter.
- Basic computer skills
- Ability to train and guide others in a productive manner
- Familiarity with pharmaceutical printing or packaging industry desired

### **IV. Physical Demands:**

While performing the duties of this job, the employee needs to have good hearing and vision. This position also requires the employee to: use hands and fingers and to handle and feel tools and controls, stand for long periods of time, walk, pull up to 1,800 pounds (on manual pallet jack), and lift up to 80 pounds.

### **V. Work Environment:**

While performing the duties of this job, the employee works in a manufacturing environment.