



Label and Sign Assembler – Second Shift

ABOUT ID LABEL INC.

Join our growing company and make an immediate impact! Since 1994, ID Label has been one of the nation's leading manufacturers of custom barcode labels. Our solutions are used by thousands of successful organizations to keep their businesses moving with efficiency, speed and accuracy – critical requirements today, driven by rapid growth in e-commerce sales.

JOB DESCRIPTION

The label and sign assembler (also known as a finishing associate) applies labels to magnets or signs and operates rewind machines to take large rolls from a printing press and break them down into smaller rolls per customer specifications. They are responsible for quality checks, reviewing product for defects to ensure the highest quality product for our customers. Jobs are staged and completed by the finishing team as assigned by their lead or supervisor.

HOURS

- Second shift, Monday through Thursday from 2:15 PM to 12:45 AM
- Training will be for 3-4 weeks on first shift, Monday through Friday from 6:00 AM to 2:30 PM

KEY RESPONSIBILITIES

- Apply labels to signs and magnets by hand
- Operate tabletop machines to break large press rolls into finished customer rolls
- Review labels and rolls for quality and consistency
- Follow company procedures and requirements for verification of product ID numbers
- Determine appropriate number of rolls and boxes to break down into customer requested sizes
- Make boxes and use printer to create box labels
- Prepare finished product for shipping by wrapping or packing and staging boxes on pallets
- Maintain records and obtain supervisor sign off for designated steps
- Keeps work area in a clean and orderly condition; sanitize workstation following use
- Perform other related duties as assigned

DESIRED BACKGROUND AND REQUIREMENTS

- High school diploma or general education degree (G.E.D.)
- Must have the ability to read and write simple instructions, correspondence and memos
- Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Must have basic mathematical skills
- Must have good color perception and ability to pay high attention to detail
- Must be able to work well with others
- Must have good problem-solving ability
- Must be able to maintain good attendance

BENEFITS

ID Label employees enjoy a wide range of benefits, including 100% employer-paid health premiums for employees, a generous 401(k) plan, paid time off and employee discount programs.

PHYSICAL REQUIREMENTS

- Prolonged standing, bending, stooping, and sitting
- Manual dexterity and normal range of hearing and vision required
- Comfortable working at heights of up to 40 feet
- Able to lift up to 50 lbs.