



Job Description

Job Title: Manufacturing Administrative Associate
Department: Production
Reports To: Plant Manager
FLSA Status: Hourly, Non-Exempt
Revision Date: July 2018

Summary

The Manufacturing Administrative Specialist works closely with a variety of departments to help in their support of Production processes. The primary focus of this position will be to work with the Production Label Specialist and the Account Management team to create corrugate labels, but the role will include a wide variety of other support functions for the Production Team. Given the dynamic nature of Twincraft, candidates for this role will also be trained and expected to assist on Production lines regularly throughout a shift.

Essential Duties and Responsibilities

- Create corrugate labels in using customer-specific requirements provided by the Account Management or Pack Design teams.
- Monitor the weekly production schedule, Label email account, and Product Specifications to determine production demand for labels, and then maintain output of labels to meet this demand.
- Support the creation and maintenance of the training matrix and other data tracking procedures.
- Support, create, and help implement ongoing continuous improvement processes.
- Support and adhere to Twincraft's values and credo, and always approach the job with a positive outlook and an open mind.
- Perform other duties as assigned, including regular work on a production line.

Education and Experience

1-2 years of experience working in manufacturing or a fast paced customer service environment as well as knowledge of Microsoft Office Suite and an ability to learn new computer programs and applications.

Personal Characteristics

- Ability to multi task while maintaining a high attention to detail.
- Ability to respond to requests from multiple departments in a timely fashion.
- Self-motivated with an ability to manage time effectively.
- Ability to work well with others in a rapidly growing, multicultural team environment.
- Exhibits personal responsibility, honesty, transparency, conscientiousness, and decisiveness
- Ability to work independently as well as be part of a cohesive, diverse team
- Efficient and effective communication and relational skills

INNOVATION makes us different