

Position Description

Title: Emery Board Specialist

Date Issued: January 2022

Department: Production

Supervises: n/a

Reports to: Plant Manager

Employment Status: Non-Exempt/Full Time

Summary

All employees work together to help clients enhance their brands and convey their message through useful tools. Together we strive to be known as the most creative and responsive resource for delivering solutions.

Emery Board Specialist is responsible for the quality and efficiency of all components to produce customer-valued emery board products.

Duties and Responsibilities but not limited to the following

- Work in collaboration with the other Specialists ensure coordination, execution, quality, and timeliness of customer orders.
- Provide accurate reproduction of customer artwork including both art reproduction and best imprint on the emery boards.
- Daily review the floor plan to determine the day's task. When the emery board line has minimal orders, work with the Plant Manager to assist in another work center.
- When beginning a new order, review the order pack for details and accuracy. Examine the materials used for the emery boards. Notify the Plant Manager and Warehouse of any concerns with the materials prior to testing
- Set up the order with the computer for the imprint and the machine for the die cuts, test for accuracy and quality. If there are challenges work with Technology Coordinator or Maintenance along with the Plant Manager for assistance.
- Seek approval of the first off by a member of Quality then begin the full run.
- Continually check for quality and accuracy throughout the order and during the punch out phase.
- Provide quality and accurate packing of the emery boards in a manner that is visually aesthetic and functional from a shipping standpoint.
- Sign the packet for the task you just completed and inspected for quality and accuracy.
- Provide the Plant Manager and team members support as directed and needed.
- Other duties as assigned

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Internal Customer Service - Responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments with internal team.

- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – High school diploma or general education degree (GED); or one-year related experience and/or training working in the assembly and customs area or similar experience; or equivalent combination of education and experience.
- **Language Skills** - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills** - Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- **Reasoning Ability** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills** – Basic computer skills may be needed

Working Conditions/Physical Requirements

- Works in a standard plant environment
- Able to move freely through entire facility in a safe manner for entire shift
- Ability to work hours to complete all functions of the job
- Regularly required to stand, walk, use hands and fingers, handle, or feel, reach with hands and arms; and talk or hear
- Good vision and excellent hand eye coordination
- Ability to climb, balance, stoop, and kneel
- Must be able to lift 35lbs
- Works in a climate control environment



Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Name (Printed)

Employee Signature

Date

Supervisor Name (Printed)

Supervisor Signature

Date