



LaserSharp FlexPak Services, LLC.
3500 Willow Lake Blvd., Suite 700
Vadnais Heights, MN 55110
651-789-8800 phone
651-789-8801 fax
www.flexpakservices.com
jobs@flexpakservices.com

LaserSharp FlexPak Services, LLC

Position Description

Laser Machine Operator

Position Summary:

Enthusiastic, energetic, dependable, and conscientious person for operating laser systems during 1st, 2nd, and 4th shifts that process flexible packaging materials according to customer specifications.

Reports To: General Manager

Description:

The laser machine operator will process orders generated by the General Manager or his designee in a timely and accurate manner. He/she will follow instructions provided by the work order and Lead Operator to meet customer due dates. The operator will be using a laser system (to process the work orders) that is designed with easy operator functions and equipped with the needed safety devices.

Major Duties and Responsibilities:

- Operate assigned laser for appropriate job.
- Locate work orders and process them in a timely fashion according to the production schedule
- Perform quality control checks on the processed materials and provide documentation
- Understand the operating features of the laser system
- Communicate progress of project to the Lead Laser Operator or appropriate manager
- Deliver completed work order with documentation to Office Coordinator
- Able to work with minimal supervision
- Develop skills to allow for job set-up duties

Secondary Duties and Responsibilities:

- Perform cleaning and maintenance as required
- Support other areas of Production Services as needed
- Assist in the packaging and shipping of completed jobs
- Perform necessary secondary operation functions as required
- Consistently strive to improve personal and department performance

Administration Duties:

- Accurately complete time card
- Follow work order requirements
- Prepare and file job work reports and prints
- Attend and participate in exhibitions and shows at the request of the General Manager
- Other duties as requested by the General Manager

Qualifications:

- Experience in operating basic machines
- At minimum a high school diploma, with a two year technical degree a plus
- Experience with flexible package manufacturing such as slitting pouch making is a plus
- Understanding of MS Windows™ personal computers is a plus
- Ability to communicate with fellow employees and supervisors
- Ability to present FlexPak in a professional manner to prospective and current customers.

Physical Requirements:

- Standing and walking on a concrete floor in a manufacturing environment
- Ability to lift up to 40 pounds rolls required
- Good hand-eye coordination a plus
- Ability to work first, second, or fourth shifts.