



**JOB TITLE:** VividBoard Production Specialist

**DEPARTMENT:** VividBoard

**SUPERVISOR:** VividBoard Pre-Press Production Supervisor/Operations Manager

**FLSA:** Exempt      **Job Status:** Full Time Safety Sensitive Position      **Grade:** B

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**Job Duties & Responsibilities:** Include the following, as well as other duties that may be assigned.

**Key Duties:**

This highly detail-oriented position is responsible for the day to day activities of Vivid Board production process from beginning to end. Accountable for all VividBoard production metrics including but not limited to: quality, on-time, scrap, freight damage, labor efficiency, overall cost of goods sold. Handles various minor operation problems and is a resource to others in the resolution of problems and issues. This position requires a reliable, proactive self-starter who can meet the day-to-day operational demands. A disciplined individual who can map out production schedules that involve intercompany scheduling of multiple work centers. This individual plays a key role on the Vivid Board Operations Team and is responsible for accomplishing production department goals and objectives.

**What You Will Be Responsible For and Doing:**

- Set up glass and marker board jobs and variable data.
- Facilitate the wrapping and burning of marker boards.
- Thoroughly inspect steel, hardboard, or glass before and after the burning process or print.
- Post and scan per company requirements.
- Responsible for high level of detail (both visual and tactile) from beginning to end (inspects product for defects and ensures quality standards are met).
- Responsible for requesting materials for products and address backflush issues with Warehouse team.
- Communicate both verbally and in writing daily (clear and decisive communications) with Vivid Board Team, Customers, and Production Departments regarding VividBoard production and customer service issues in a timely manner.
- Work closely with Ghent operations team and ensure that an adequate number of employees have been cross-trained to assist when periodic spikes in VividBoard production or cover absences of VividBoard production staff.
- Follow and enforce company policies, core values and safety procedures along with maintaining a clean area daily and following 5 S principles.
- Responsible for VividBoard inventory control (cycle counting and maintaining inventory).
- Work at different work stations as required (assemble, pack, etc.) and work in Ghent departments to meet organizational needs (ability to be cross trained).
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance).
- Additional duties as assigned.

## General Responsibilities:

- Work independently within a team-based environment while keeping open communication with the operations team.
- Build effective relationships (quickly develop rapport with others to assist in the effective production of VividBoards).
- Consistently demonstrate ability to respond to changing situations in a flexible manner to meet current needs, such as reprioritizing work as necessary.
- Organize job functions and work area to be able to effectively complete varied assignments within established time frames.

**Qualifications:** 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 & Experience:** High School Diploma or GED required. Minimum of one to two years experience in printing/manufacturing related environment (graphic art environment a plus). Past job performance must have demonstrated a high degree of planning and or organizing skills and strong communication skills.

**Knowledge and Competencies:** The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired.

- Excellent communication ability to follow through on requests for information and select appropriate responses; good listening skills, paying attention to others' communications to ensure understanding; seeking input and showing a genuine interest in others' opinions, facilitating and sharing information within department and across departments.
- Ability to be cross trained in other production departments throughout GMi.
- Positive/optimistic – Can do, make things happen attitude (genuinely believe the organization can accomplish a lot while managing to a conservative budget and resource allocation).
- Computer literate (and actively using) with ability and willingness to learn how to use company software for reporting.
- Basic understanding of Adobe Illustrator.
- Ability to organize and plan – Creating and meeting schedules, taking ownership, fully accountable and responsive to others. Carefully manages employees' time as well as their own to meet production needs.
- Ability to read and comprehend product assembly drawings and procedures and assist others.
- Customer centric – Recognizing and promoting the importance of meeting customer needs – both inside and outside the organization. Resolving internal issues with sensitivity and cooperation.
- Ability to use good judgment when making decisions (maintaining professionalism and emotional composure).
- Effective team leadership and team membership – sharing information with peers and managers; effectively working with people across departments and shifts and motivating team to accomplish company goals.
- Ability to problem-solve and troubleshoot, identifying problems immediately and working collaboratively with team mates to effectively resolve.
- Recognized by others as a champion and role model of all the core values.
- Conflict management – understand the inevitability of conflict and working to resolve with sensitivity and tact, listening and seeking to understand and facilitating the resolution between parties.
- Organizational commitment – Supporting management and organizational decisions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly required to use hands to, handle or feel. The employee is regularly required to stand, walk and occasionally stoop, kneel, or crouch and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is in a manufacturing production plant environment where the temperature may vary hot or cold. The typical noise level is loud. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

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I, the undersigned, have read and understand the duties and responsibilities of this position.

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Employee \_\_\_\_\_ Date \_\_\_\_\_

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Manager/Witness \_\_\_\_\_ Date \_\_\_\_\_

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.