

Employment Opportunity Job Posting Form

Company: LaserSharp FlexPak Services, LLC.

Address: 3500 Willow Lake Blvd.

City/St/Zip: Vadnais Heights, MN 55110

Phone: (651) 789-8800 **Fax:** (651) 789-8801

Web_Address www.flexpakservices.com

Post Date: 8/25/10 **Close Date:** 9/25/10

Job Title: Laser Operator (weekends) F/Sat/Sun. 5 p.m. to 5:30 a.m. **Start Wage:** Depends on qualifications

Job Description:

Position Summary:

Enthusiastic, energetic, dependable, and conscientious person for operating laser systems weekends that process flexible packaging materials according to customer specifications.

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

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 weekends (Fri/Sat/Sun 5:00 p.m. to 5:30 a.m.)

HOURS:**LENGTH:** Full-time Permanent Part-time Temporary**Hours / Days:** 36 hours, Friday through Sunday approx. 5 p.m. to 5:30 a.m.
(*work 36 hours and get paid for 40 hours)**APPLY BY:** Walk-in, Complete Application Call for Appointment Send Resume, Cover Letter Other: Qualified applicants should e-mail their resume to jobs@flexpakservices.com. They should also be sure to include the position title in the subject line of e-mail.**APPLY TO:****Contact:** Angelique Kelly **Title:** Human Resources Coordinator**Dept.:** Human Resources **Email:** jobs@flexpakservices.com**Phone:** (651) 762-3351 **Fax:** (651) 407-0110