



## Extrusion Helper

**DEPARTMENT:** Extrusion  
**REPORTS TO:** Extrusion Manager

**PURPOSE:** Assist the extrusion operator in production of extruded plastic film, with the idea of learning the position and becoming an Extrusion operator.

### **JOB DUTIES:**

- Understand and follow safe work practices
- Bring materials and cut cores
- Check resin levels
- Check and verify silo connections at start of shift against the work order to ensure correct resin usage
- Assist with changeover, start-ups, and shut downs
- Web the line
- Perform quality control checks and document results on quality check sheet
- Cycle and unload winders
- Enter production and downtime information into the DCU. Make and print finished goods labels for inventory.
- Document downtime and production on production report
- Weigh/stage production
- Take care of extrusion lines while operator is busy or on break
- Properly clean out resin system
- Drive forklift
- Maintain area in clean and organized manner
- Wrap pallets
- Know how to operate bale machine
- Perform other related duties as directed by the appropriate party, including but not limited to: housekeeping and assisting other employees in the performance of their jobs.
- Work in a team environment and conduct yourself in a professional manner when working with other employees and/or contractors.
- Ensure Good Manufacturing Practices (GMP) and Hazard Analysis Critical Control Point (HACCP) are being followed on a daily basis.

### **MINIMUM KNOWLEDGE/EDUCATION REQUIREMENTS:**

- High school diploma or equivalent or 3 years work experience
- Basic computer skills
- Ability to do basic math
- Ability to read tape measure

### **ABILITIES REQUIRED:**

- Ability to lift up to 50 pounds
- Ability to stand for long periods on hard surfaces
- Ability to climb 60 feet
- Ability to perform in an environment that is not climate-controlled

### **BENEFITS:**

We offer compensation program that reward individual performance and a competitive benefits package that includes medical, dental, vision coverage and a company-matched 401(k); short term and long-term disability; life insurance. Paid vacation and paid holidays.

### **DISCLAIMER:**

The above information has been designed to indicate the general nature and level of work performed by employees within this classification and is subject to change with or without notice. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.



## JOB DESCRIPTION

**DEPARTMENT:** Accounting  
**JOB TITLE:** Inventory Control  
**REPORTS TO:** CFO

SPR Packaging, LLC founded in 2006 by a team of experienced flexible packaging managers and associates in order to fill a niche in the market for customer-oriented manufacturing and service. Dedication to our customers has earned us a great reputation and impressive growth since the company's inception.

### **POSITION DESCRIPTION:**

We are seeking an organized, diligent, and responsible inventory controller to join our growing team. In this position, you will manage inventory through the use of a computerized database system. Your primary objective will be to control all aspects of inventory.

### **DUTIES:**

- Inventory control duties – daily cycle count coordination, y/e physical, research and correction of discrepancies, all inventory related transaction processing, establish processes/controls around physical flow of goods.
- Oversee inventory and supply chain management according to company guidelines
- Perform critical inventory tasks to ensure the correct amount of items are in stock
- Maintain updated and accurate records of inventory, including transfers and cycle counts
- Review documentation and monitor product codes to search for discrepancies; troubleshoot quantity discrepancies between stock and records
- Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs
- Respond to sales inquiries and purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment
- Review operations schedules and production requirements to ensure timely order fulfillment
- Track rates of accuracy, purchase, and return as well as defective items to inform quality control decisions
- Reporting and analysis – provide decision making information with accurate and timely reporting that is insightful and helpful to management team – focus will be in the areas of profitability analysis, cost accuracy, and cost reduction/efficiencies to be gained

### **MINIMUM EDUCATION / KNOWLEDGE REQUIREMENTS:**

- Accounting degree or related field of study
- Three plus years' experience in manufacturing enterprise
- Experience with inventory control duties noted above
- Knowledge/use of ERP systems
- Microsoft Office applications – primarily MS Excel
- Positive and energetic individual that has the ability to work well with all levels of an organization; must be able to get along well with others and willing to work long hours when needed
- Excellent organization skills and attention to detail
- Excellent communication skills – both written and oral
- Ability to work effectively in a fast-paced, dynamic environment

### **Benefits:**

We offer compensation program that rewards individual performance and a competitive benefits package that includes medical, dental, vision coverage and a company-matched 401(k); short term and long-term disability; life insurance. Paid vacations and paid holidays.

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Job Type: Full-time



## Maintenance Technician II

**DEPARTMENT:** Maintenance  
**REPORTS TO:** Maintenance Manager

**PURPOSE:** Perform general maintenance and preventative/predictive maintenance on a variety of Printing / Bagging / Extrusion, auxiliary and plant support equipment. Individual is required to have proven knowledge and skill of mechanical, electrical, pneumatic, hydraulic theory and procedure to troubleshoot, perform preventative maintenance and complete necessary repairs. The overall goal is to assist in minimizing downtime due to breakdown repairs and PM's and to optimize the quality of products manufactured to the highest degree equipment is capable of producing. This role will encompass the following tasks specifically but can be called upon to assist in technical matters as deemed necessary by the Maintenance Manager.

### **JOB DUTIES:**

- Follows all established safety rules and guidelines as outlined in the Employee Handbook and as trained during the various safety-related training programs. Understands and communicates all hazards and safety issues to co-workers, leads, and managers.
- Properly uses all personal protective equipment and follows all LOTO procedures.
- Knowledge and ability to repair production equipment, based on the following technical skills:
- Must be capable of performing maintenance on all types of equipment represented in the plant with a high degree of skill and competency.
- Ability to competently troubleshoot electrical circuits.
- Ability to read electrical, hydraulic and pneumatic schematics and identify symbols and control circuits with a high degree of competency. Includes the ability to understand and troubleshoot PLC I/O.
- Applies knowledge of machines and processes for each of the following to analyze, setup and maintain equipment for safe and continuous operation.
- Must be capable of re-working and modifying electrical, hydraulic and pneumatic equipment to repair, change or upgrade the status of equipment (i.e. installation of 3 Phase motors, Servo motors, VFD's, install relays and starters, install control circuits, pumps, compressors, and others).
- Perform preventative and corrective maintenance on all production equipment
- Provide support and guidance to associates when necessary to help advance their performance.
- Follow up with work center personnel to make sure that quality repairs are being performed on the production equipment.
- Assist production in the training and development of the operators in the required specific areas.
- Provide directive on Preventive / Predictive maintenance plan to achieve optimal operational reliability to include scheduling.
- Ensure that Maintenance Manager is kept well-informed of all equipment and manufacturing problems and that a well-executed plan is established to correct these problems.
- Exhibit good communication skills with production and maintenance associates.
- Work in a team environment and conduct yourself in a professional manner when working with other employees and/or contractors.
- Ensure Good Manufacturing Practices (GMP) and Hazard Analysis Critical Control Point (HACCP) are being followed on a daily basis.

This job will require the technician to supply own tools sufficient to perform maintenance tasks. This includes basic electrical test tools, industrial hand tools, some air and hand tools, plumbing tools, welding tools and a toolbox adequate to secure the employee's investment.

### **MINIMUM KNOWLEDGE/EDUCATION REQUIREMENTS:**

- Technical/Vocational degree and/or 5 years of manufacturing experience in a related field.
- Must be able to efficiently and effectively use a computer
- CMMS and related software related to record-keeping and machine troubleshooting/maintenance.
- Must be capable of recognizing / understanding numbers and values and enter this information into an on-line database accurately.
- A strong mathematical ability is essential.

**ABILITIES REQUIRED:**

- Ability to lift up to 50 pounds
- Ability to stand for long periods on hard surfaces
- Ability of strong mechanical aptitude
- Ability to climb 60 feet
- Ability to perform in an environment that is not climate-controlled
- Ability to read mechanical and electrical schematics
- Ability to troubleshoot and repair low voltage (12 v DC) – high voltage (480 v AC 3 Phase) electrical systems
- Ability to visually and mentally make priority decisions and independent judgment calls based on the situation at hand.

**BENEFITS**

We offer compensation program that rewards individual performance and a competitive benefits package that includes medical, dental, vision coverage and a company-matched 401(k); short term and long-term disability; life insurance. Paid vacation and paid holidays.

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## Material Handler

**DEPARTMENT:** Shipping  
**REPORTS TO:** Supply Chain Manager

**PURPOSE:** Support production and other shipping/receiving personnel and perform general warehouse functions.

### **JOB DUTIES:**

- Safe operation **standup reach forklift**. Previous experience on Toyota or Raymond is a plus.
- Wrap finished pallets and make sure that they contain proper license tags for location in the warehouse.
- Stage materials for each department using inventory controls and pick lists.
- Previous experience in use of RF scanners.
- Ability to load and unload a truck.
- Keep your work area clean and free of debris.
- Perform other related duties as directed by the appropriate party.
- Work in a team environment and conduct yourself in a professional manner when working with other employees and/or contractors.
- Cycle count and physical inventories as necessary.
- Ensure Good Manufacturing Practices (GMP) and Hazard Analysis Critical Control Point (HACCP) are being followed on a daily basis.
- Understand and follow safe work practices.

### **MINIMUM KNOWLEDGE/EDUCATION REQUIREMENTS:**

- High school diploma or equivalent or 2 years of experience
- Basic computer skills
- Ability to do basic math

### **ABILITIES REQUIRED:**

- Ability to lift up to 50 pounds
- Ability to stand for long periods on hard surfaces
- Ability to perform in an environment that is not climate-controlled

### **Benefits:**

We offer compensation program that rewards individual performance and a competitive benefits package that includes medical, dental, vision coverage and a company-matched 401(k); short term and long-term disability; life insurance. Paid vacations and paid holidays.

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Job Type: Full-time



## Operator Assistant

**DEPARTMENT:** Bag  
**REPORTS TO:** Production Manager

**PURPOSE:** Help machine operator in the production of flexible packaging.

### **JOB DUTIES:**

- Understand and follow safe work practices
- Read and understand work order before starting the run
- Constantly check on the quality of product and document results on quality check sheet
- Enter production and downtime information into DCU. Make and print finished goods and shipping case labels.
- Able to record production and downtime on the production report
- Bring rolls to bag department
- Bring supplies to bag department
- Load rolls to unwind
- Able to web the film on the machines
- Able to make minor adjustments on machines to ensure wicket holes location and lip size are within specification.
- Able to make minor adjustments on machines to ensure side seal are good
- Communicate quality and productivity issues to the operator (and document it on the quality check sheet)
- Weigh and wrap finished pallets
- Housekeeping of bag department including sweeping and emptying trash cans daily.
- Perform other related duties as directed by the appropriate party, including but not limited to: housekeeping and assisting other employees in the performance of their jobs.
- Work in a team environment and conduct yourself in a professional manner when working with other employees and/or contractors.
- Ensure Good Manufacturing Practices (GMP) and Hazard Analysis Critical Control Point (HACCP) are being followed on a daily basis.

### **MINIMUM KNOWLEDGE/EDUCATION REQUIREMENTS:**

- High school diploma or equivalent and/or 1 year of experience
- Basic computer skills
- Ability to do basic math
- Ability to read tape measure

### **ABILITIES REQUIRED:**

- Lift up to 50 pounds
- Stand for long periods on hard surfaces
- Available to work 12 hours shifts
- Perform in an environment that is not climate-controlled

### **BENEFITS:**

We offer compensation program that reward individual performance and a competitive benefits package that includes medical, dental, vision coverage and a company-matched 401(k); short term and long-term disability; life insurance. Paid vacation and paid holidays.

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## Press Operator

**DEPARTMENT:** Press  
**REPORTS TO:** Printing Manager

**PURPOSE:** Set up and operate flexographic printing press in printing of flexible packaging.

### **JOB DUTIES:**

- Read and understand work orders and bring proper materials to press
- Perform press change-overs by changing inks, gears, sleeves, bridges, clean plates and sleeves
- Load and unload rolls from both rewind and unwind by job tag and inventory tag. When loading rolls to unwind be able to interpret the treated side and bag opening side to determine correct loading direction. Create flying splice as necessary.
- Read and interpret rewind chart.
- Can enter production into DCU, prints labels for rolls and pallets
- Can ensure safe operation and quality of press unsupervised while pressman is away from the press
- Operate InkSpec automatic viscosity controller.
- Set up new jobs and enter information into press CPU.
- Check new jobs for correct copy and specifications. Set up jobs in proper sequence to allow high-speed production.
- Adjust impression settings, registration, tension controls, and web guides.
- Unload printed rolls from rewind and palletize or take to the next operation. Inspect tear sheets for quality control with regard to print, color, registration, repeat tolerance, ink adhesion.
- Maintain press equipment by working with maintenance and have the ability to do minor maintenance.
- Enter production tracking and downtime information into the DCU. Make and print finished goods labels for inventory.
- Train assistant in assistant's responsibilities.
- Work in a team environment and conduct yourself in a professional manner when working with other employees and/or contractors
- Ensure Good Manufacturing Practices (GMP) and Hazard Analysis Critical Control Point (HACCP) are being followed on a daily basis.

### **MINIMUM KNOWLEDGE/EDUCATION REQUIREMENTS:**

- High school diploma or equivalent and/or 2 years' experience
- Basic computer skills
- Ability to do basic math
- Ability to read a tape measure

### **ABILITIES REQUIRED:**

- Ability to lift up to 50 pounds
- Ability to stand for long periods on hard surfaces
- Ability to see and differentiate colors

### **BENEFITS:**

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## Quality Control Technician

**DEPARTMENT:** Quality Control  
**REPORTS TO:** Quality Control Manager

### **Company Description:**

SPR Packaging is a manufacturer of flexible packaging located in Rockwall, Texas. We supply printed plastic bags to major manufacturers in the US, in markets such as: Bakery, Ice, Consuming products, Tortilla and Lawn & Garden.

### **Position Description:**

Primarily working for all aspects of manufacturing quality control, quality assurance certifications, and regulations. This technician will be responsible for conducting tests to determine the quality of materials and finished products as well as identify areas of improvement to increase efficiency.

### **Duties:**

- Perform thorough examinations of all materials and finished products
- Establish and monitor production quality standards
- Production tracking and quality control procedures
- Quality testing lab and data analysis
- Compliance with AIB, GMP, HAACP, FDA, TCEQ, and other regulatory authorities

### **Requirements/Qualifications:**

- Four-year BS or BA degree
- Positive and energetic individual that has the ability to work well with all levels of an organization; must be able to get along well with others and willing to work long hours when needed
- Excellent organization skills and attention to detail
- Excellent communication skills – both written and oral
- Ability to work effectively in a fast-paced, dynamic environment
- In depth knowledge of Microsoft Office applications – MS Excel, Access, Word, PowerPoint

### **Benefits:**

We offer compensation program that rewards individual performance and a competitive benefits package that includes medical, dental, vision coverage and a company-matched 401(k); short term and long-term disability; life insurance. Paid vacations and paid holidays.

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Job Type: Full-time