

Repack Tag Writer

The Company

Here at Encore Glass, we are dedicated to providing the best service and highest quality products in the industry. Forty plus years ago, we began sterilizing and recycling bottles for Northern California wineries (letting the bottles perform an 'encore'). As we learned more about the needs of the vintners we serve, we expanded to import and distribute glass and expanded to offer services like custom printed boxes, decorated bottles, and custom molds. Millions of cases later, we are still led by the same family and the same values for our customers and our employees.

We empower you to make decisions and seek out the information necessary to help support our repack operation. If you are looking for a role where you get to think fast on your feet, juggle multiple priorities at once while excelling at organizing and prioritizing your tasks, this is the place for you!

What you will be doing/The Role:

You will be supporting our repack operation ensuring customer bottles get packed correctly into their printed boxes. If you speak Spanish, it is preferred.

Your attention to detail, is extremely important at every step of the repack operation is integral to our operation. Here are some of the duties of the role -

- Collaborate with QA personnel to ensure completion of *Repack Audit* checklists and *Fiber Tear* tests per each production order and in accordance with established deadlines.
- Independently ensure the completion of *Production Report* and *Repack Operations Detail* forms in real time per each production order - requires strong attention to detail as materials are consumed online and output in their finished goods format.
- Validate output quantities and product specifications.
- Coordinate with Repack Supervisor to optimize headcount and allocate labor to each position on the production line. Exercise fluidity based on the requirements of each production order.
- Verify source ware components correctly match that of each production order's *Assembly* packet.
- Organize and compile production data into the *Repack Productivity Report*.
- Assist department leadership with end of day *Production Recaps* and other relevant email communication.
- Collect and file all available source component pallet tags and production records in case of a quality event.
- Advise team members of appropriate stacking patterns according to various finished configuration options.
- Apply identifying pallet labels (tags) to all Repacked inventory, as well as incremental source component balances before inventory putaway.
- Adapt quickly and efficiently to changing schedule priorities and general production demands.
- Perform temperature check on hot melt adhesive system three times per day, according to specific deadlines.
- Assist on the production line as opportunities to do so are recognized or requested.
- Serve as liaison between department leadership and production crew.

Your proactive approach, athleticism and strong organizational skills will help you to be successful in this role.

Why Encore?

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, to Above & Beyond and fun winter and summer activities!
- We are committed to employee development and growth – when you succeed we succeed!
- We offer a competitive base salary and benefits package with a generous 401k matching program.
- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

MINIMUM REQUIREMENTS:

- High School diploma or GED equivalent
- 2-3 years previous warehouse clerk or general administrative experience preferred
- Basic mathematic skills – frequent addition, subtraction, multiplication, and division
- Basic computer knowledge (PC, Microsoft Office/365)
- Excellent verbal and written communication
- Models safe work practices
- Self-starter with strong time management
- Highly organized and detail oriented
- Reliable transportation
- Punctual with a strong attendance record
- Ability to multi-task and respond to changing priorities/manage stress
- Flexibility, able to work a variety of shifts ranging between the hours of 5AM and 5PM
- Physical stamina – this includes routine walking in a 300,000sf warehouse, standing, exposure to noise and temperature variations on a day-today basis.
- Able to lift up to 35lb
- Ability to work overtime and weekends when needed

Encore Glass is an equal opportunity employer. For more information, please visit our website at www.encoreglass.com.

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements. This position has a salary range of \$18.00 - \$19.00 per hour.