

# Production Assistant

## Position Summary

The production assistant is responsible for facilitating jobs to the production team. The production assistant will report directly to the ProPrint Manager.

## Abilities Required

- ★ Be able to lift up to 50lbs.
- ★ Read & understand English.
- ★ Be familiar with industry language and terminology.
- ★ Ability to effectively and comfortably communicate with co-workers.
- ★ Be comfortable on your feet for the duration of your shift.
- ★ Use a dolly and pallet jack.

## Specific Responsibilities

- ★ Move boxes and work orders to designated areas.
- ★ Locate screens for print jobs.
- ★ Prepare orders, organize garments for production.
- ★ Assist ProPrint Manager with organization and required daily tasks.

## Key Performance Indicators

- ★ Consistently showing up for work on time and putting in extra time when required
- ★ Maintaining 100% accuracy when locating work orders and screens.
- ★ Hitting and maintaining mutually agreed upon daily, weekly, and monthly production metrics.

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.