



*For the attention you deserve*

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## JOB DESCRIPTION: LABELER

### ROLE AND RESPONSIBILITIES

The position of the Labeler plays a large role in the success of the company fulfilling its mission of delivering neat and properly labeled products to its customers. This role is responsible for the following and other duties that he/she may be assigned:

- Review the daily production instructions and prepare labeled bottles, cans and boxes as required.
- Prepare label request forms and print a single label for verification that the details are correct.
- Print approved labels based on daily production instructions.
- Make sure all the labels are applied neatly and straight on all containers and boxes.
- Communicate regularly with the fillers and keep them supplied with labeled containers.
- Maintain good house keeping in the warehouse, isles cleared, papers picked up, floors swept, and trash emptied.
- Work safely in all tasks performed wearing PPE and safety equipment as required.
- Communicate to the buyer when he/she observes we are running low on labels to prevent running out.
- Follow all company policies and procedures.
- Be willing to assist other employees when appropriate and to follow the instructions of their supervisor/s
- Be flexible and willing to work overtime when required.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires very close attention to detail, as every label counts for accuracy and compliance. This job requires someone to pay very close attention to the details to make sure the labels are correct.

### PREFERRED SKILLS

Forklift certified, demonstrated ability to adhere to company safety and procedural policies, ability to carefully read instructions and pay close attention to details and perform various tasks that may be assigned to them.

### PHYSICAL DEMANDS & WORK ENVIRONMENT

Frequent sitting and standing to perform work. Frequent walking and moving items using a forklift or pallet jack. Frequent walking through areas of high noise and can be exposed to vapors of chemicals at our facility. Routine lifting of approximately 20 pounds and frequent twisting and squatting to lift. Work performed is mostly in a warehouse.

Version: 1

Date: 5-26-2020

Approved: Steve Cooper