



JOB DESCRIPTION

Job Title: Hand Finishing Lead / Sample Coordinator

Facility: Brooklyn Park

Department: Finishing

Reports to: Finishing Manager

SUMMARY

- Responsible for the accurate hand finishing activities and labeling of all work coming out of the Finishing Department.
- Responsible for the organization, preparation, sorting, and packaging of samples for specific projects and performing these tasks to schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Works closely with Client Services in the filling project samples requests, in terms of quality, quantity and timeliness.
- Checks and approves samples.
- Gives feedback to Finishing Department Manager on any issues to ensure that quality concerns are addressed.
- Pulls samples and places them in marked containers in Display Room.
- Prepares labels for all jobs/boxes coming out of the Finishing area in a timely manner and follows all procedures for accuracy.
- Reports time and material consumption accurately.
- Keeps work area neat and clean.
- Obeys company rules and observes all safety regulations.
- Follows job description and responsibilities of Handworker.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.

PHYSICAL REQUIREMENTS

- Constant walking and standing.
- Frequent pushing, pulling and bending.
- Occasional lifting 25lbs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)