



1300 West Washington Street
 West Chicago, IL 60185
 (630) 876-6763
 www.eagleflexible.com

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| Job Title: | Printing Department Manager | Job Category: | Printing Department |
| Reports to: | Director of Operations | Location: | West Chicago |
| Position Type: | Full-Time | Travel Required: | Limited |
| Number You Supervise | | Date posted: | February 10, 2010 |
| Daily: | 6-30 employees | Posting Expires: | March 31, 2010 |

| Job Description |
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| <p>Role and Responsibilities</p> <p>Eagle Flexible Packaging is a rapidly growing provider of printed flexible packaging. The Printing Department Manager will be an integral part of the flexographic printing department which is a high quality, customer driven department. This position will supervise and manage the department personnel, which will include hiring, training, development of SOP's and base line performance criteria as well as conducting evaluations and performance reviews and disciplinary action as necessary, to maintain a motivated, highly productive, continually improving workforce, meeting customer requirements. There will be interaction with the Production Coordinator, Director of Operations, Customer Service team, and other department area leaders on a daily basis.</p> <p>Specific Duties</p> <ul style="list-style-type: none"> - Develop and implement an effective safety training program. - Develop and implement effective training programs for new and existing personnel. - Develop and implement SOPs relevant to the department. - Determine current base line department efficiencies and implement steps to monitor and improve, through-put and waste. - Participate in press approvals. - Participate in the problem analysis determination and corrective action implementation of internal and external customer complaints. - Conduct monthly meetings within the department as an open forum for discussion. - Scheduling personnel and equipment to achieve customer satisfaction. - Participate in the development and documentation of preventive maintenance programs for the department. - Identify and document equipment problems and repairs necessary. <p>Desired Outcomes/Results</p> <ul style="list-style-type: none"> ▪ Measurable improvement in department productivity and reduction of waste. ▪ Effective Training Program development. ▪ Zero injuries. ▪ Attainment of company goals for quality, productivity and waste. ▪ Satisfactory employee retention. <p>Education, Knowledge and Skills Required/Preferred</p> <ul style="list-style-type: none"> ▪ High School diploma or equivalent required. ▪ Basic computer skills required, Microsoft Excel and Word familiarity desired. ▪ High mechanical aptitude desired. ▪ Flexographic printing experience desired. ▪ Flexible packaging experience desired |

Physical Requirements

- Must be able to sit and stand for prolonged periods of time.
- - Must be able to stoop, kneel, and climb a ladder and stairs.
- - Must have excellent color perception.
- - Must be able to hold objects with hands.
- - Must be able see with or without corrective lenses.

Submit your resume and cover letter to: mnuno@eagleflexib.com or fax (630) 876-6773;

Subject line should contain the title of the position you are applying for.

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.

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| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | | Date/Time: | |