

Production Associate – Floater

The Production Associate – Floater will be crossed trained in various production positions to provide support to the production department as needed based on business needs.

- Run silkscreen printing machine
- Be able to mix and handle the paints necessary for printing
- Be able to read the order to verify Pen and ink type
- QC product and image based on customer order
- Be able to identify colors
- Clean and adjust machine before end of shift
- Replenish stock
- Load product in proper sequence and location
- Fill work orders for silk screen operations
- Unload finished product from silk screen operators
- Practices “clean as you go” – Pick up debris from work area as it occurs
- Report damaged racking/shelving to assistant lead/manager
- Identify possible errors or issues including poor condition of material or wrong product packaging, taking steps to prevent problems
- Operate all equipment safely
- Perform additional duties as required

Requirements:

- High School diploma or equivalent preferred
- Excellent communication skills, both written and verbal
- Capable of basic arithmetic calculations
- Must have the ability to distinguish the colors of company signage and labeling system
- Dependable and Reliable
- Highly organized and efficient in time management
- Ability to multi-task effectively
- Attention to accuracy and detail
- Capable of standing during 7.5 hour shift

Physical demands and abilities

- Ability to perform repetitive, manual material handling without restriction requiring but not limited to: kneeling, crouching, reaching, standing, walking, pushing, pulling and grasping. Must demonstrate the strength and aerobic capacity required for the above-mentioned work.
- Regularly lift and/or move objects 10-40lbs

Please send a copy of your resume and cover letter to employment@hubpen.com.

About Hub Promotional Group

In 2017, HUB Promotional Group was created to bring together only the Best of Brands that are recognized as leaders in their respective categories. Each Brand has top industry ratings and has won multiple awards for service and top-quality products. Based in Boston, MA, HUB Promotional Group is the corporate headquarters for the Family of Brands that provides the best promotional and marketing solutions for the promotional products industry.

Hub Pen Company is an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law.