



**Entry Level Production- Waupaca WI Location
(Classification: Non- Exempt)**

Reports to Production Manager

Position Summary: Gusmer Enterprises is a 24/7 specialty mill and injection molding facility. Entry Level Production employees will be responsible for die cutting, inspection, packaging, labeling, and palletizing of finished goods. High school diploma or equivalent is required and previous manufacturing experience is preferred. These positions are currently operating in a swing shift rotation.

General Responsibilities:

1. Check to ensure work area is clean, safe, and free of mechanical problems; work with safety and maintenance as applicable to correct all issues.
2. Obtain correct die and stock for each work order.
3. Die cut, inspect, package, palletize, and label finished goods according to Production Work Order.
4. Check for contaminants, miscuts, accurate measurements etc.
5. Responsible for the clean-up of all production dryers and equipment after running certain grades.
6. Communicate with co-workers, Crew Leaders, and lab personnel regarding test results, work instructions, problems etc.
7. Accurately complete all paperwork including computer entry.
8. Perform duties in accordance with all ISO procedures.
9. Complete other duties that may be assigned that are appropriate for this position.

Qualifications/Experience/Requirements/ Skills:

1. Minimum Education (or substitute experience) required:
 - HS Diploma or equivalent (GED/HSED)
2. Minimum Experience required:
 - Previous manufacturing experience preferred, but not required.
3. Skills Required:
 - Must be able to communicate and work well with others
 - Good organizational skills
 - Ability to work well under stress or high pressure situations
 - Ability to work independently but also as a team player
 - Must be able to follow specific written instructions
 - Ability to read and use basic measuring instruments
 - Ability to calculate basic math
 - Understand and work with the Company computer system (i.e. Aurora)
 - Familiarity with safety procedures (i.e. lock out/tag out)

Please submit your resume to Anna Krueger at akrueger@gusmerenterprises.com or contact her with any questions you may have regarding this position.