



Accounting Clerk Job Description

Title: Accounting Clerk

Functional Area: Accounting

Reports to: Controller

Position Description:

- Responsibilities & Essential Job Functions:
 - Post daily sales and invoices into accounting system
 - Maintain paperless filing system
 - Gather and distribute daily mail
 - Email or mail monthly statements
 - Email or mail daily invoices to customers
 - Research and track billing discrepancies and errors
 - Facilitate payment of invoices by sending bill reminders and contacting customers via phone, email, fax or mail
 - Perform problem/discrepancy resolution with accounts payable/accounts receivable
 - Assist with AR/AP processing as needed
 - Assist with reconciliation of AP account statements
 - Vendor file maintenance
 - Maintain and create Excel spreadsheets related to accounting as needed
 - Create Ad Hoc reports and special projects as directed by controller/management

- Skills and Requirements:
 - Two to four years experience in accounting preferred but not a must
 - Training on accounting system desired
 - Proficiency with Microsoft Excel. The ability to manipulate large amounts of data using formulas, functions, and macros is a plus.
 - Must be detail oriented with strong organizational skills
 - Excellent communication skills, both written and oral
 - Strong ability to handle multiple projects
 - Must be accurate, dependable, and a team player



Extruder Operator Assistant Position Description

Title: Extruder Operator Assistant

Functional Area: Extrusion

Reports to: Extrusion/Compounding Facilitator

Position Description: Responsible for the day to day operations of quality control checks, labeling, palletization of products, assisting the extruder operator, achieving objectives of output, quality, and safety. Position will provide an opportunity to learn the operation of the extruder while assisting the extruder operator.

Responsibilities:

- Essential Job Functions
 - Perform all job functions in a safe manner, follow and enforce all PRESCO policies and procedures.
 - Assisting the extruder operator in tool changes and product changes when and where needed.
 - Responsible for helping to meet production standards, minimizing scrap and downtime.
 - Responsible for accurate reporting of data.
 - Responsible for leading housekeeping efforts and maintaining a clean and safe work environment at all times.
 - Identify and immediately communicate personnel and safety issues to Extrusion/Compounding line tech and assist with investigations and resolutions of the issues if needed.
 - Responsible for labeling, packaging, and palletizing rolls for delivery to customer.
 - Responsible for removal of rolls from the extruder.
 - Performs quality checks on material and comparing to specifications and communicating results to the extruder operator.
 - Required to complete accurate computer inputs of production output.

- Minimum Requirements:
 - Excellent safety and attendance record.
 - Strong communication skills both written and verbal.
 - Basic knowledge in math, addition, subtraction, multiplication, division, and percentages.
 - Effective customer service skills.
 - Ability to take responsibility for self and team.
 - Working knowledge of manufacturing equipment.
 - Possesses basic computer skills.
 - Ability to work 12 hour rotating day and night shifts, and report on time for scheduled shifts and follow company attendance policies.
 - Ability to balance and achieve results in the areas of Safety, Quality, Productivity and Cost Reduction
 - Extensive Forklift skills with the ability to safely move pallets of material into storage racks.
 - Has an understanding of machine production schedules in the extrusion department.
 - Self-motivated and able to work with little or no supervision and maintain a working and up-to-date knowledge of products and services.
 - Must have the ability to complete two or more task simultaneously.
 - Must be able to withstand a variety of environmental conditions such as extremes in temperature and chemical irritants.
 - Must be able to handle self in a professional manner with co-workers and customers.
 - Must be able to stand and walk for extended periods of time.
 - Must be able to continually bend, stoop, crouch, reach above shoulder, use arms, wrists, grasp and squeeze with hands, access constricted spaces, and lift and carry up to 75 lbs.



Industrial Maintenance Technician Position Description

Title: Industrial Maintenance Technician

Functional Area: Extrusion Plant

Reports to: Maintenance Manager

Position Requirements:

- Experience in industrial machinery repair in manufacturing environment
- Experience troubleshooting and installing industrial electrical power systems, 480V and below
- Experience troubleshooting and installing pneumatics
- Ability to lift 70lbs and regularly lift 50lbs
- Ability to work off ladders or scissor lifts
- Ability to work in inclement weather and non-climate-controlled areas.
- Ability to work alone or with a team.
- Position is slated for day shift but must have shift flexibility

Preferred Experience:

- Experience troubleshooting and installing hydraulics
- Experience in metal fabrication and welding
- Experience troubleshooting industrial PLC and control wiring

Culture:

Presco is a high-energy company that encourages employee involvement. We take our business seriously and we have fun doing it. Our manufacturing environment is informal, yet professional. Each customer is special, and our employees are our number one asset. If this position description and company culture fit your interests, let us be your, "Last, Best Place to Work."

Competitive Salary and Benefits Package



Marking Products Machine Operator Position Description

Title: Marking Products Machine Operator

Functional Area: Stake Flags, Roll Flagging, Barricade Tape, and Whiskers

Reports to: Marking Products Coordinator

Position Description: Responsible for producing materials by following job specifications, setting up, operating, adjusting, and maintaining machinery to ensure that it functions properly.

- Responsibilities & Essential Job Functions:
 - Prepare machines by loading, positioning, and adjusting materials to start a production cycle according to standard operating procedure.
 - Ensure all safety devices are fully operational and safety procedures are being observed.
 - Control and adjust machine settings.
 - Feed raw materials or parts to semi-automated machinery.
 - Perform quality checks and inspection on finished materials.
 - Keep records of approved and defective units.
 - Maintain activity logs.
 - Remove finished materials from machinery.
 - Package materials according to job specifications.
 - Palletize and complete orders.
 - Maintain work area in neat and orderly condition.
 - Perform other duties as assigned.
- The skill levels required to operate machines vary with the type of machine being operated, the number of machines being operated and the frequency of change-overs on those machines. Different levels of operator skill shall be set-up so that compensation may vary based upon skills and speed required to operate a group of machines successfully.

- Minimum Requirements:
 - Excellent safety and attendance record.
 - Basic knowledge in math, addition, subtraction, multiplication, division, and percentages.
 - Working knowledge of manufacturing equipment and tools.
 - Possesses basic computer skills.
 - Effective communication skills.
 - Ability to work 12 hour rotating day and night shifts, report on time for scheduled shifts and follow company attendance policies.
 - Must be able to withstand a variety of environmental conditions such as extremes in temperature and chemical irritants.
 - Must be able to stand and walk for extended periods of time.
 - Must be able to continually bend, stoop, crouch, reach above shoulder, use arms, wrists, grasp and squeeze with hands, access constricted spaces, and lift and carry up to 75 lbs.



Marking Products Packaging Operator Position Description

Title: Marking Products Packaging Operator

Functional Area: Repackage / Lowe's Department / Roll Flagging / Barricade Tape

Reports to: Marking Products Coordinator

Position Description: Responsible for producing materials by following job specifications, setting up work areas and packaging supplies and finished goods into boxes.

- Responsibilities & Essential Job Functions:
 - Prepare and package materials according to job specifications.
 - Perform production duties such as manual lifting, packaging, taping, labeling and sorting.
 - Seal and label each container.
 - Palletize and move completed orders for shipment.
 - Break down cardboard for recycling
 - Perform quality checks and inspection on finished materials.
 - Keep records of approved and defective units.
 - Maintain activity logs.
 - Maintain work area in neat and orderly condition.
 - Perform other duties as assigned.

- Minimum Requirements:
 - Excellent safety and attendance record.
 - Basic knowledge in math, addition, subtraction, multiplication, division, and percentages.
 - Working knowledge of manufacturing equipment and tools.
 - Possesses basic computer skills.
 - Effective communication skills.
 - Ability to work 12 hour rotating day and night shifts, report on time for scheduled shifts and follow company attendance policies.
 - Must be able to withstand a variety of environmental conditions such as extremes in temperature and chemical irritants.
 - Must be able to stand and walk for extended periods of time.
 - Must be able to continually bend, stoop, crouch, reach above shoulder, use arms, wrists, grasp and squeeze with hands, access constricted spaces, and lift and carry up to 75 lbs.

Title: Mixer Operator

Functional Area: Compounding

Reports to: Extrusion/Compounding Facilitator

Position Description: Responsible for the operation of the compounding mixing equipment, achieving immediate objectives of output, quality, safety and cost reduction. Position will provide PVC compound material to the extrusion manufacturing department.

Coordinator Responsibilities:

- Essential Job Functions
 - Perform all job functions in a safe manner, follow and enforce all PRESCO policies and procedures.
 - Operation of compounding mixing equipment with little to no supervision.
 - Ability to follow a recipe with a high degree of accuracy.
 - Ability to weigh up material with a high degree of accuracy with the use of a gram and pound scale.
 - Responsible for quality of product made on designated shift.
 - Responsible for production standards, minimizing scrap and downtime by improving equipment and processes.
 - Responsible for accurate reporting of data.
 - Troubleshoot machine problems, and communicate equipment issues and complex mechanical and electrical issues to maintenance.
 - Responsible for leading housekeeping efforts and maintaining a clean and safe work environment at all times.
 - Identify and immediately communicate safety issues to Extrusion/Compounding Facilitator and be willing to assist with investigations and resolutions of the issues.
 - Responsible for reporting to Extrusion/Compounding Facilitator any continuous improvement opportunities.

- Minimum Requirements:
 - Excellent safety and attendance record.
 - Strong communication skills both written and verbal.
 - Basic knowledge in math, addition, subtraction, multiplication, division, and percentages.
 - Effective customer service skills.
 - Ability to take responsibility for self and team.
 - Working knowledge of manufacturing equipment.
 - Proven success in problem solving production issues and the ability to troubleshoot mechanical issues.
 - Possesses basic computer skills.
 - Ability to work 12 hour rotating day and night shifts, and report on time for scheduled shifts and follow company attendance policies.
 - Ability to balance and achieve results in the areas of Safety, Quality, Productivity and Cost Reduction
 - Extensive Forklift skills with the ability to safely move pallets of material into storage racks.
 - Has an understanding of machine production schedules in all departments.
 - Self-motivated and able to work with little or no supervision and maintain a working and up-to-date knowledge of products and services.
 - Must have the ability to complete two or more task simultaneously.
 - Must be able to withstand a variety of environmental conditions such as extremes in temperature, dust and chemical irritants.
 - Must be able to handle self in a professional manner with co-workers and customers.
 - Must be able to stand and walk for extended periods of time.
 - Must be able to push/pull carts up to 1500 lbs
 - Must be able to continually bend, stoop, crouch, reach above shoulder, use arms, wrists, grasp and squeeze with hands, access constricted spaces, and lift and carry up to 75 lbs.
 - Must be able to withstand a variety of environmental conditions such as extremes in temperature and chemical irritants.



Printing Press Machine Operator Position Description

Title: Printing Press Machine Operator

Functional Area: Printing Department

Reports to: Marking Products Coordinator

Position Description: Responsible for operating and tending printing presses. Printing machine operator is a trained person who produces printed materials by following printing job specifications, setting up, operating, adjusting, and maintaining the printing equipment to ensure that it functions properly.

- Responsibilities & Essential Job Functions
 - Load, position, and adjust unprinted materials on holding fixtures or in equipment loading and feeding mechanisms.
 - Inspect and examine printed products for print clarity, color accuracy, conformance to specifications and external defects.
 - Examine job orders to determine details such as quantities to be printed, production times, stock specifications, colors, and color sequences.
 - Prepare machines for printing, run press with various size and color capabilities.
 - Ensure all safety devices are fully operational and safety procedures are being observed.
 - Pour or spread ink, color compounds, and other materials into reservoirs, troughs, hoppers, and make measurements and adjustments to control color and viscosity.
 - Ink the presses, load raw material, and adjust the press to required size.
 - Guide film through the press and adjust feed and tension controls.
 - Make adjustments to manage ink distribution, speed, and temperature.
 - Search for and correct problems.
 - Set up, monitor, and adjust the printing process on a control panel or computer monitor.
 - Remove printed materials from presses using electric lifts and hoists, and transport them to storage or finishing areas.
 - Oil and clean the press and make minor repairs.

- Minimum Requirements:
 - Excellent safety and attendance record.
 - Basic knowledge in math, addition, subtraction, multiplication, division, and percentages.
 - Working knowledge of manufacturing equipment and tools.
 - Possesses basic computer skills.
 - Effective communication skills.
 - Ability to work 12 hour rotating day and night shifts, report on time for scheduled shifts and follow company attendance policies.
 - Must be able to withstand a variety of environmental conditions such as extremes in temperature and chemical irritants.
 - Must be able to stand and walk for extended periods of time.
 - Must be able to continually bend, stoop, crouch, reach above shoulder, use arms, wrists, access constricted spaces, and lift and carry up to 75 lbs.
 - Self-motivated and able to work with little or no supervision.