



Position: Print Operator and Light Assembly Associate
Status: Non-Exempt Full Time
Starting Wage: \$16-\$18/hour DOQ
Reports to: Shop Manager
Hours: 7:00 am to 4:30 pm, M-R with 2 paid 10-minute breaks and 1 unpaid ½ hour break.
7:00 am to 11:00 am F with 1 paid 10-minute break.
Maple Grove, MN 55369 - On Site Only

UniversalPromo, Inc. is seeking a reliable print operator and light assembly associate. This position entails printing of product by means of the following print methods: Hot Stamp, Pad or Screen Print, Digital printing and laser engraving. There will also be some light assembly to prepare the printed product for production or for shipment. We operate in a temperature-controlled environment. We offer training and support to ensure your success. Benefits: 8 paid holidays, PTO up to 80-hours-year, Medical and Dental, retirement plan with waiting period of two-years.

Qualification and Skills:

- High school diploma or GED
- Minimum two years' experience in pad print or screen print experience
- Experience of medical device or related assembly
- Understanding hot stamping and pad printing a plus
- Demonstrated ability to read, understand and follow Standard Operating Procedures (SOP)
- Good mechanical aptitude
- Good understanding of English
- Detailed-oriented to perform quality checks
- Work effectively without close supervision
- Experience with using documentation related to FDA, ISO, Standard Operating Procedures (SOP) and/or Job Descriptions a significant plus
- Must be able to perform the physical requirements of the job as described to you for the position
- Be dependable and on time for first shift

Responsibilities:

- Review job paperwork to determine what needs to be printed
- Prepare machine for printing
- Print on components using various machines
- Use machines to assemble parts
- Perform light manual assembly as needed before or after the printing process
- Conduct quality control checks throughout the process
- Cleans and maintains work area and equipment, including tools
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations
- Documents actions by completing production and quality forms

Advancement Opportunities: DOQ and interests will train more extensively into any of the departments for further resume enhancement and growth within the company.
UniversalPromo,Inc has a policy of hiring from within standards and policies.