

Pre-Production Associate

Reports To: Pre-Production Lead

General Description: The Pre-Production Associate will assist the department in handling the creation and management of shop orders and label pick tickets in our operating system, ensuring on-time production. This position is actively involved in communication with production planning and production supervisors. Able to be cross-trained in various functions in the department to assist with fostering a team-work environment.

Qualifications:

- **Education & Certifications:** High School diploma, additional schooling preferred
- **Experience:** One year of data entry preferred

Training: Provided on the job and supplemented with external seminars/classes

Skills: See “Key Competencies” section below.

Essential Job Functions:

- Generate product labels on Avery label machines to NSA’s/customers’ specifications.
- Create all production tickets in shop-floor control system as needed.
- Pull all supplier-supplied tags, labels, heat transfers, etc. for orders.
- Ensuring and managing all critical labeling is correct.
- Manage priorities to ensure adherence to production schedules.

Non-Essential Job Functions:

- Weekly & Monthly inventory reports
- Other duties as assigned

Key Competencies:

Attitude

Approaching problems in a way that turns them into opportunities

Maintaining a positive outlook on a consistent basis
Persisting, refusing to give up

Initiative

Recognizing and seizing opportunities
Going above and beyond
Dependability

Achievement Orientation

Setting challenging goals and measuring results
Finding better ways to do things (OFI process)

Analytical Thinking

Setting priorities
Thinking logically, analyzing situations systematically
Anticipating obstacles

Self Confidence

Presenting self in confident manner
Stating position clearly, respectfully, and confidently in conflicts
Taking responsibility for and learning from mistakes

Teamwork and Collaboration

Soliciting input from and involving others
Working collaboratively with supervisor, peers and others across the entire organization

Language

Proficiency in Cantonese, Mandarin, and/or Spanish a plus but not required

Physical Requirements: Must be able to sit or stand for the duration of the workday.
Frequently and repetitively, lift, bend, reach, and carry up to 10lbs.

Working Conditions: Temperature-regulated office environment, work in manufacturing plant & warehouse.

EEO Statement: *National Safety Apparel provides equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, disability, ancestry, age, veteran status, marital status, sexual orientation, or any other protected*

group status as defined by law.

Approved By: Kelly Deady

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 800.553.0672

 www.thinknsa.com

 15825 Industrial Pkwy, Cleveland OH