

**Flash4's goal has always been to create a company with strong morals and caring employees that serve our customers and community. This has transpired into a family focused environment where everyone is treated as an extension of our family.**



## CORE VALUES

Trust • Loyalty • Family Focused • Strong Morals • Lasting Relationships  
Commitment to Serving Customers and Community

# REWIND OPERATOR

Flash 4 is a family owned, supply chain solutions manufacturer located in Black River Falls, WI. Our goal has always been to create a company with strong morals and caring employees that serve our customers and community. This has transpired into a family focused environment where everyone is treated as an extension of our family. Flash4 has been delivering results since 1998.

**POSITION OVERVIEW:** Your main goal is to cultivate a culture that places emphasis on safety, quality, and maximizing productivity. We seek a Rewind Operator who is eager to innovate, develop, and evolve alongside our team. The role of the Rewind Operator involves examining printed items and removing faulty labels or miscellaneous quality issues from label rolls. They will also be responsible for setting up and running the product rewind machine to create finished rolls or packages that meet customer requirements. Additionally, the rewind operator will ensure the packaging of finished products aligns with customer specifications. This position requires executing all warehouse tasks with exceptional accuracy and efficiency to promptly meet customer demands.

### ESSENTIAL FUNCTIONS:

#### Optimal Production and Quality Assurance Innovations

- Detect and report defective materials or questionable conditions. Follow the Standard Operating Procedure to report any problems with the beginning or ending product. Make any necessary adjustments to correct the situation.
- Operates machine to produce products in accordance with customer specifications while maintaining quality, waste, and efficiency.
- Attention to detail and accuracy with the ability to handle multiple priorities within time sensitive environments. Ability to understand, remember, and apply/follow written and verbal instructions. Ability to perform tasks with room for personal growth; involving a supervisor for problem-solving when needed.

#### Safety and Compliance

- Takes a safety-first approach in ALL operational functions. Perform assigned safety inspections to ensure OSHA compliance.
- Our rewind machine operators must adhere to all Flash4 safety rules, procedures, and guidelines.
- Perform rewind machine set up to ensure the quality and efficiency of material being processed and ensure the continual operation of the machine.
- Maintain the work area and equipment in a clean, orderly condition and follow the prescribed safety regulations.
- Identify equipment needing repair and notify supervisor/team lead. Perform prescribed preventative maintenance on rewind machine as required.
- Use of different type of tools and equipment: pallet jacks, measuring devices, various hand tools, dial indicators and compactors. Also, may be required to operate powered industrial trucks with proper certifications and permissions.

PAGE 1 OF 2

730 Red Iron Road, Black River Falls, WI 54615



(715) 299-9250 ext 110

jrockwell@FLASH4.COM

WWW.FLASH4.COM

**Flash4's goal has always been to create a company with strong morals and caring employees that serve our customers and community. This has transpired into a family focused environment where everyone is treated as an extension of our family.**



## CORE VALUES

Trust • Loyalty • Family Focused • Strong Morals • Lasting Relationships  
Commitment to Serving Customers and Community

# REWIND OPERATOR CON'T

### Managing Efficiencies and Productivity

- Set up and operate the rewinders to uphold quality per customer specifications to meet deadlines.
- Must understand and be able to perform all rewind helper duties to include: packaging, labeling, opening rolls, splicing, and roll tending.
- Must be able to read and understand job tickets after proper training.
- The ideal candidate should be a self-starter who can work independently and remain productive at all times along with possessing self-motivation to identify upcoming tasks and set job ticket priorities for the shift.
- Daily contact with co-workers, management, third party vendors and customers requiring courtesy, discretion and sound judgment. Understand they are a representative of the employer.

### Required Knowledge, Skills, and Abilities include:

- Candidates must possess exceptional levels of dexterity, keen visual acuity, and the ability to maintain steady hands. Being meticulous and precise while managing various tasks effectively.
- Being a team player while setting up and efficiently running a rewinder. Communicate effectively with all functional areas of the plant to ensure production needs are successfully achieved. Fostering trust by positively engaging with team members daily.
- Exhibiting exceptional listening skills, acknowledging, and appreciating the ideas and contributions of others.

### EDUCATION AND EXPERIENCE

- High school graduate or General Education Degree (GED) with basic computer skills knowledge.
- Prior experience preferred, but not required.
- Ability to read and interpret documents, including safety rules, operating instructions, and quality manuals.
- Strong mathematical skills, including addition, subtraction, multiplication, and division.

### GENERAL INFORMATION

- This is a full-time position with general working hours Monday-Friday 8:00 AM-4:30 PM
- Hourly pay based on experience plus performance incentives.
- Please note this position does require some physical demand including but not limited to ability to stand and sit for extended periods of time, able to move and lift up to 50 pounds and ability to reach and bend. Must possess exceptional levels of dexterity, keen visual acuity, and the ability to maintain steady hands.

### BENEFITS

As a Flash4 employee, you earn more than just a paycheck, you earn a comprehensive package of benefits as well. Total compensation includes your pay (base salary), a newly upgraded medical/dental program, employer paid life insurance, a generous paid time off program, an employer matched retirement savings plan, and paid holidays. New in 2024: We even offer employees an additional paid holiday off- their Birthday!

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the Flash4. For more information, to schedule a facility tour or to apply please contact Jessica Rockwell at [jrockwell@flash4.com](mailto:jrockwell@flash4.com) or 715-299-9250 (ext. 110).

PAGE 2 OF 2

730 Red Iron Road, Black River Falls, WI 54615



📞 (715) 299-9250 ext 110

✉️ [jrockwell@FLASH4.COM](mailto:jrockwell@FLASH4.COM)

🌐 [WWW.FLASH4.COM](http://WWW.FLASH4.COM)