



<https://imcmaterials.com/job/machine-operator-part-time/>

Machine Operator (Part-time)

Description

The Machine Operator is the Specialist for organizing and carrying out all work in production, warehouse, shipping and logistics. Advanced activities in the area of inventory planning and customer communication.

Responsibilities

Your opportunities as a Machine Operator would be:

Processing and assembly of the materials:

- Operation of the laminating machine for processing foils and self-adhesive materials
- Operating the cutting machine for cutting adhesive tapes and other roll goods
- Working together with the R&D team
- Collaboration on new product developments
- Small and simple repairs of equipment

Purchasing and inventory management:

- Checking deliveries for quantity and integrity
- Quality control of incoming goods during production and outgoing goods
- Securing stocks of packaging, films and semi-finished goods
- Documentation of incoming and outgoing goods
- Updating inventory levels and coordinating with those responsible for purchasing
- Optimisation of inventories and storage capacity in consultation with purchasing
- Planning minimum stocks of raw materials

Dispatch, shipping and customer communication:

- Coordination of deliveries and securing of documents in collaboration with service providers (haulage companies, export agencies)
- Packaging and labeling the goods
- Book shipping, packing and tracking
- Documentation of deliveries and confirmations of arrival
- Creation of order confirmations, delivery notes, invoices

Qualifications

You as a Machine Operator should have skills and experience:

- Education in a technical field or Bachelor
- Minimum of 3 years work experience
- Language Skills in Estonian (B1) and English (A2)
- Use of software such MS-Office (Excel, Word) or Apple (numbers, pages) or use of database software

Hiring organization

IMC Materials OÜ

Employment Type

Part-time

Duration of employment

Unlimited contract

Industry

Packaging and Printing Industry

Job Location

Peterburi Tee 44, 11415, Tallinn,
Harju County, Estonia

Date posted

August 29, 2024

It would be advantageous:

- to have over 2 years of practical work experience in industrial manufacturing or in the production or logistics sector
- to have advanced experience in running an operation

Job Benefits

You as a Machine Operator have good reasons to join us:

- Working in a small team and possibility to grow
- Modern working environment
- Possibility to participate at conferences, events, trade fairs
- Specialty Coffee and water
- Daily lunches
- Sports compensation
- Public transportation
- 1 Password Management System free family account

Contacts

I as an HR Manager will help you to get you on board:

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