**Cornell Dubilier Electronics**

**FOIL MATRIX TECHNICIAN 1ST SHIFT Hours: 7:00 AM – 3:30 PM**

**Classification: Hourly Starting Pay: $12.00/HR**

**Reports to:** Department Supervisor

Overview: The Foil Handler’s primary functions are to ensure “jumbo” rolls of foil are supplied to specified Slitting machines and slit rolls are forwarded to the correct location. The FMT is also responsible for the Inspection and packing of foil bound for our Mexico facility. Additional duties will vary.

**Duties and Responsibilities include but are not limited to**

* Prioritize the workflow for all slitters
* Work with other departments to ensure foil need is met
* Scan incoming foil into locations in the warehouse
* Match paperwork to correct foil and scan to place on correct table
* Work directly with foil administrator to resolve any foil issues
* Track foil at any given time using computer/scanning system
* Lead department in Supervisor’s absence

**Job Prerequisites**

* Ability to read and follow directions
* Some computer knowledge
* Knowledge of hand-held scanner
* Knowledge of or the ability to learn various measuring devices
* Exceptional organizational skills
* Reliability (good attendance record) and self-motivation (What can I do next?)
* Willingness to operate forklifts, hoists, etc. (after company training and licensing)
* Prior experience is a plus

**Education Requirements**

* High school diploma or GED

**Physical/Mental Requirements**

* Full body movement/good eyesight
* Constant alertness / Attention to details
* Ability to lift up to 50 pounds