



VINYL RECORD PRESSING IS AN INDEPENDENTLY OWNED AND OPERATED MANUFACTURING COMPANY BASED OUT OF JACKSONVILLE, FLORIDA EXCITED TO EXPAND OUR TEAM TO MEET THE INCREASINGLY HIGH DEMAND OF VINYL RECORD PRODUCTION IN THE MUSIC INDUSTRY.

Job Description

Quality Control, Packaging, Shipping and Receiving Specialist

You are the right person for this job if you have a positive attitude, initiative, and are incredibly attentive to details and meeting high standards. Must be a self-starter who is able to work independently and can multi-task with high efficiency to meet extreme deadlines in a fast-paced manufacturing environment.

Job Duties

- Quality Control for Vinyl Records
- Assembly of Vinyl Record Products
- Shrink Wrapping of Vinyl Record Products
- Packing of Vinyl Record Products
- Preparing Shipments for Ground, Expedited, and Freight Shipments
- Keeping Logs of all Processes and Shipments
- Fork Lift Operation for Shipping and Receiving Freight Shipments

Requirements

- Must be attentive to details
- Must be able to multi-task
- Must be able to lift 25lbs overhead
- Must be competent in basic tools and repair work
- Must be self-starter, independent and work at a high-efficiency level
- Must be a team-player
- Must be adhere to safety dress code: pants, boots, gloves, etc.

Preferred Experience

Manufacturing Processes, Fork Lift Operation, Basic Computer Experience, Superior Phone Skills, Working with and following Cloud Based Project Management Programs, Smartphone Use for Shift Scheduling and Internal Company Communication

Please email info@vinylrp.com with your resume and 2 job references attached.
Subject Line: QC JOB RESUME