

## Tag Writer

### The Company

Here at Encore Glass, we are dedicated to providing the best service and highest quality products in the industry. Forty plus years ago, we began sterilizing and recycling bottles for Northern California wineries (letting the bottles perform an 'encore'). As we learned more about the needs of the vintners we serve, we expanded to import and distribute glass and expanded to offer services like custom printed boxes, decorated bottles, and custom molds. Millions of cases later, we are still led by the same family and the same values for our customers and our employees.

We empower you to make decisions and seek out the information necessary to help support our repack operation. If you are looking for a role where you get to think fast on your feet, juggle multiple priorities at once while excelling at organizing and prioritizing your tasks, this is the place for you!

### What you will be doing/The Role:

You will be supporting our repack operation ensuring customer bottles get packed correctly into their printed boxes and you must be fluent in Speaking Spanish.

Your attention to detail, is extremely important at every step of the repack operation is integral to our operation. Here are some of the duties of the role -

- Inspect cases for correct partition position and verify no foreign debris in box before stacked by the case stackers
- Verify components (source ware)
- Ensure all production related documentation is completed in a timely and accurate manner
- Advise Team members of stack patterns
- Apply labels to finished stacks
- Collaborate with Quality Control to perform routine checks against all production items
- Advise forklift drivers of components needed by repack
- Write the glass production dates on the completed stacks
- Validate production counts
- Close out assemblies at the end of the day
- Perform glue panel tear test every 30 minutes when running line one if KDs are glossy and every hour if KDs non-glossy
- Perform temperature check on hose, pot and nozzles 3 times a day
- Substitute team members on production line during their breaks
- Assist on the production line
- Serve as liaison between department leadership and repack production crew

Your proactive approach, athleticism and strong organizational skills will help you to be successful in this role.

### Why Encore?

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, to Above & Beyond and fun winter and summer activities!

- We are committed to employee development and growth – when you succeed we succeed!
- We offer a competitive base salary and benefits package with a generous 401k matching program.
- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

**MINIMUM REQUIREMENTS:**

- Fluent in Spanish
- One plus year(s) experience in a warehouse clerk, or administrative role
- High level of attention to detail
- Excellent communication skills with the ability to communicate across a diverse group – including but not limited to, vendors, suppliers, truck drivers, forklift drivers and team members; the ability to speak Spanish is preferred
- Basic mathematic skills with the ability to verify quantiles on work orders and BOLs
- Physical stamina –This includes hours of walking, standing, exposure to noise, temperature variations, on a day-today basis.
- Excellent organizational skills with a willingness to learn

Encore Glass is an equal opportunity employer. For more information, please visit our website at [www.encoreglass.com](http://www.encoreglass.com).

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements.