

## **Open Requisitions:**

### **Spin Pack Change Operator**

**Job Purpose:** To efficiently and effectively manage the extrusion process converting plastic flake into fiber

#### **Job Duties:**

- Perform scheduled filter changes
- Perform spin pack changeovers
- Place new spin packs into ovens and label correctly for heating prior to use
- Ensure flake is keeping correct pressure and flowing properly into extruder
- Line changeovers – purge lines prior to starting new product
- Maintain clean work area
- Notify Management of any mechanical issues
- Follow all plant safety rules
- Report any unsafe issues to Management immediately
- Work within a team environment.
- Other duties as assigned by lead, supervisor and/or manager.

#### **Education/Training:**

- High School Diploma / GED
- Previous experience working in a manufacturing/production environment; extrusion experience a plus
- Average to above average mechanical skills
- General Safety Practices
- Lock Out / Tag Out

#### **Skills / Qualifications:**

- Must be able to work in a hot environment (70 – 125 degrees)
- Must be physically able to lift/push/pull 50 lbs. frequently; 75 lbs. occasionally
- Must be able to walk up and down stairs / platforms / ladders
- Must be able to stand on concrete floors for a 12-hour shift
- Good eye/hand coordination for using hoist system
- High level of teamwork orientation

## **Feeding Operator**

**Job Purpose:** To ensure raw material is supplied to the production line in a continuous manner

### **Job Duties:**

- Operate forklift to bring supersacks of raw material and stage to appropriate hopper for use
- With mechanical hoist, move supersacks from the floor up to the top of the hoppers
- Open the bottom of the supersacks to release raw material into the hoppers
- Push/squeeze bags to ensure all flake falls from the supersacks into the hoppers
- When supersack is empty, use mechanical hoist to lower supersack back down to floor
- Operate controls on a control panel to the level/speed of hopper flow, auger flow, pipe flow
- Housekeeping requirements
- Sweep flake that has overflowed hoppers back into the hoppers
- Place empty supersacks into bale machine
- Sweep floors of spilled flake
- Work within a team environment.
- Other duties as assigned by lead, supervisor and/or manager.

### **Education / Training:**

- High School Diploma / GED
- General Safety Practices
- Lock Out / Tag Out

### **Skills / Qualifications:**

- Employee must be able to work in hot and cold environments
- Stand for 12 hour shifts on concrete floor and/or platform area.
- Ability to climb stairs up platform to the hopper station
- Ability to operate a mechanical hoist, lifting between 500-1000 lbs
- Ability to push/pull up to 25 lbs continuously, 50 lbs occasionally
- Ability to drive a forklift
- Complete forklift certification prior to usage

## **Take Up Operator**

**Job Purpose:** To ensure fiber production runs smoothly and efficiently through the take-up process.

### **Job Duties:**

- Pull fiber thru siphons from 3rd floor quickly so that they can align
- With 2nd person, cut the fiber then use suction hose to grab fiber
- Feed fiber through rollers to align with the rest of the fiber from other sections of the line
- Ensure sprayers are on and coating fiber with correct liquids
- Monitor rollers to ensure fiber is not wrapping, causing stoppage
- Monitor controls on speed and tightness
- General housekeeping duties along the lines
- Work within a team environment.
- Other duties as assigned by lead, supervisor and/or manager.

### **Education / Training:**

- High School Diploma / GED
- General Safety Practices
- Lock Out / Tag Out

### **Skills / Qualifications:**

- Two (2) plus years previous manufacturing experience with continuous flow – textile environment a plus
- Ability to communicate verbally and in writing with supervisors, co-workers, and maintenance personnel
- Making decisions based on analyzing information and evaluating results to choose the best solution and solve problems; strong trouble-shooting skills
- Ability to work with others in the team
- Exceptional attendance record; ability to work different shifts and overtime as needed

## **Draw Line Operator**

**Job Purpose:** Load fiber correctly onto the Finish line, ensuring it then runs efficiently through the Draw Line process

### **Job Duties:**

- Feed fiber from the tow cans up into the creel pulley system.
- Ensure fiber is aligned correctly from the creel into front rollers of the draw line
- Wind the fiber correctly around the rollers, and through the baths, ensuring even flow through the roller process
- Monitor fiber when running through the line, ensuring texture is correct and flow into crimp is correct
- If fiber wraps on rollers, must be able to quickly attack the problem, cutting the fiber from the incorrect side of the roller, stopping the wrap
- If the wrap is too full and tight, will need to cut out all fiber, then pull fiber through the rollers connecting two pieces together to continue operation.
- Ensure solutions in baths are mixed and flowing as required
- Keep knives available and in correct location/section of the line for quick access
- Pick up all wasted fiber from the area, loading into supersacks to later be taken to reprocess.
- Keep water/oil/solution puddles squeegeed – ensuring floors are safe and free from potential slips
- Other duties as assigned by manager / supervisor / lead associate

### **Education / Training:**

- High School Diploma / GED
- General Safety Practices
- Lock Out / Tag Out

### **Skills / Qualifications:**

- High level of safety orientation in using blades/knives
- Ability to focus on task at hand to ensure wrap ups do not occur
- Ability to work in extreme temperatures (Mainly HOT, but at times cool environment)
- Ability to stand on concrete floors for 12 hour shifts, with short time frames to sit.
- Ability to move at a quick pace between lines to ensure efficient operation
- Lifting / pushing / pulling up to 40 lbs frequently

## **Fiber Cutter Operator**

**Cutter Job Purpose:** To efficiently run the cutting machine, ensuring fiber is cut to specifications set up by the customer/process requirements

### **Cutter Job Duties:**

- Run the control panel for the cutting machine – slow, stop, start, open, close
- Ability to set the cut length to the specified amount
- Ability to remove wrapped up fiber from the cutting wheel in a quick and correct manner, with no safety risk
- Ability to identify and properly cut and dispose of bad fiber
- Be able to read a Process setup sheet (PSS)
- Performing regular checks for long fibers, loose crimp, fusing
- Ability to monitor camera screen for inefficient flow, making adjustments as needed
- Communicate with management
- Maintain clean work area
- Use proper PPE (Kevlar gloves, Safety glasses)
- Follow all plant safety rules
- Report any unsafe issues to Management immediately
- Work as a team with other line operators
- Other duties as assigned by lead, supervisor and/or manager.

### **Education / Training:**

- High School Diploma / GED
- General Safety Practices
- Lock Out / Tag Out

### **Skills / Qualifications:**

- Ability to work in fluctuating temperatures: hot and cold environments
- Ability to rotate between sitting and standing for 12 hour shifts.
- Ability to walk distances on concrete floors and climb stairs up to platforms
- Ability to use hand tools (knives, scissors, etc)

## **Fiber Bale Operator**

**Job Purpose:** Operates the baling machine to produce strapped textile bundles. In conjunction with operating the baler, facilitates the movement of materials to designated warehouse location.

### **Job Duties:**

- Place plastic wrapping onto bale machine for both top and bottom placement
- When one side of bale is complete, push button to open bale vertically
- Pull plastic wrapping from top over the plastic wrapping on bottom
- Push/pull metal strapping though one side to the other and back to secure bale. Staple strapping to secure
- Push button again to open bale vertically to complete
- Move aside to push button – operating conveyor to move forward for bale movement
- Once bale is moved to back of area, produce correct identification label and place on bale
- If bale breaks, reprocess bale into the operation
- Monitor safety aspects: blades, moving parts, control buttons. If anything is defective or not working correctly, notify maintenance immediately
- Use forklift to move bale from bale area to correct designated area in warehouse
- Must be certified in forklift operation prior to use
- General housekeeping
- Work within a team environment.
- Other duties as assigned by lead, supervisor and/or manager.

### **Education / Training:**

- High School Diploma / GED
- General Safety Practices
- Lock Out / Tag Out
- Fork lift certified or ability to certify in a short time-span

### **Skills / Qualifications:**

- Employee must be able to work in hot and cold environments
- Ability to stand for 12 hour shifts on concrete floors.
- Lift/push/pull up to 25 lbs continuously; 50 lbs frequently; 75+ lbs occasionally
- Ability to move quickly from one process to the other
- High level of teamwork orientation

## **Production Associate**

**Job Purpose:** The Production Associate is responsible for providing support to the Finishing Department, ensuring that the production and efficiency of the line meets operational standards.

### **Job Duties:**

- Learn and gain a clear understanding of the finishing department's operations.
- Undertake to learn and function effectively in multiple positions within the finishing department; including the Draw Line, Crimper, Control, Cutter and Baler.
- Assist the Supervisor in supporting team members and ensuring that daily goals are communicated in a timely manner.
- Provide coverage for various jobs during break times and as needed.
- Other duties as assigned by Supervisor and/or Manager

### **Education / Training:**

- High School Diploma / GED
- Minimum of 1-year previous manufacturing experience
- 1-year experience in a lead role a plus.
- General Safety Practices

### **Skills / Qualifications:**

- Employee must be able to work in hot and cold environments
- Ability to stand for 12 hours shifts on concrete floors.
- Ability to move quickly from one process to the other
- Good hand/eye coordination for staple process
- High level of teamwork orientation
- Average to above average communication skills

## **Maintenance – Mechanic/Electrician**

**Job Purpose:** Conducts machine setup, troubleshooting, repairs and preventative maintenance service.

### **Job Duties:**

- Assists all teams during the installation, maintenance and repair of process equipment.
- Provides emergency/unscheduled repairs of process equipment during production and performs scheduled maintenance repairs of equipment during machine service.
- Ensures operation of machinery and mechanical equipment by completing preventative maintenance requirements on motors, pneumatic tools and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions and engineering specifications.
- Evaluates electrical systems, products, components, and applications; applying knowledge of electricity and materials
- Assist in the establishment of preventive maintenance programs for electrical systems and facilities.
- Performs mechanic skills including, but not limited to, mechanical, electrical, pneumatic and hydraulic troubleshooting.
- Fabricates repair parts by using machine shop instrumentation and equipment.
- Reads and interprets equipment manuals and work orders to perform required maintenance and service.
- Maintain OSHA compliance at all times.
- Prepare reports and analyses indicating work progress, performance and maintenance records and appropriate recommendations or conclusions.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- Maintains product and company reputation by complying with federal and state regulations.
- Keeps equipment operational by following manufacturer's instructions and established procedures.
- Contributes to team effort by accomplishing related tasks as needed.

### **Education / Training:**

- High School Diploma or equivalent. Associates Degree preferred.
- 3-5 years of proven experience in the industrial mechanic field required and the ability to demonstrate high proficiency in this area.
- Completion of OSHA Trainings Highly Preferred

### **Skills / Qualifications:**

- Electrical Design
- Variable Frequency Drives (VFD)
- Capacitance Banks
- Industrial Power



- Problem Solving
- Technical Capacity
- Lock Out Tag Out
- Attention to Detail

## **Grinder Operator**

**Grinder Machine Operator Job Purpose:** Responsible for processing the waste from the Fiber Production Department, as well as outside purchased PET waste, into usable raw material.

### **Grinder Machine Operator Job Duties:**

- Pick bags of fiber waste from the warehouse, transport to pre-cutter and feed material per instruction.
- Feed fiber into the densifier and produce popcorn material according to the procedure.
- Monitor machine condition (speed, current) so as not to overload or clog the machine.
- Be responsible for the overall cleanliness of the work area, maintain good housekeeping.
- Responsible for performing routine machine maintenance such as lubricating bearings, tightening bolts, etc.
- Produce minimum value of passing quality materials on every shift.
- Other duties as assigned by lead, supervisor and/or manager.

### **Education / Training:**

- High School Diploma / GED
- General Safety Practices
- Lock Out / Tag Out

### **Skills / Qualifications:**

- Employee must be able to work in hot and cold environments
- Stand for 8 hour shifts on concrete floor and/or platform area.
- Ability to work in a small team; be self-sufficient and accountable
- Ability to push/pull up to 25 lbs continuously, 50 lbs occasionally
- Ability to drive a forklift
- Complete forklift certification prior to usage

## **Accountant**

**Accountant Job Purpose:** Provides financial information to management by researching and analyzing accounting data; preparing reports

### **Accountant Job Duties:**

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.

**Education / Training:**

Bachelor's Degree in Accounting with at least four years of responsible accounting and auditing experience.

**Skills / Qualifications:**

Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, SFAS Rules, Confidentiality, Time Management, Data Entry Management, General Math Skills

## **Management Trainee**

Sun Fiber LLC is a leading U.S. manufacturer of recycled polyester staple fiber, processing recycled PET bottle flake into fiber for the bedding, furniture, clothing, toy and automotive industries. Sun Recycling is a professional manufacturer of PET bottle flake, processing recycled bottles into flake for fiber, packaging, strapping, and molding industries.

We are seeking a talented, enthusiastic, hardworking Management Trainee to join our team. The ideal candidate must be able to work in a collaborative environment, be eager to learn and demonstrate excellent interpersonal skills. The training program will span approximately 6-9 months with focus on building knowledge in the areas of Production, Operations, Quality Control, Sales and Management.

### **Responsibilities and Areas of Focus**

- Assist with the supervision of the daily workflow within assigned department, including providing guidance to team members, setting goals and scheduling tasks to maintain efficiency.
- Assist with meeting production quantity and quality goals
- Building and maintaining client relationships; respond to inquiries, address discrepancies and resolve issues in a timely manner.
- Maintain a safe work environment and proactively avoid safety incidents

### **Education / Training:**

- Bachelor's Degree in Business, Marketing, Textiles or Similar Field

### **Desired Competencies**

- Positive and proactive team member with a get-the-job-done mentality
- Ability to accurately complete tasks on time and under pressure
- High level of accountability and responsibility
- Strong verbal and written communication skills
- Analytical and problem-solving ability
- Leadership
- Customer Service
- Planning and Organizing
- Collaboration
- Manufacturing experience a plus

## **Engineering Management Trainee**

Sun Fiber LLC is a leading U.S. manufacturer of recycled polyester staple fiber, processing recycled PET bottle flake into fiber for the bedding, furniture, clothing, toy and automotive industries. Sun Recycling is a professional manufacturer of PET bottle flake, processing recycled bottles into flake for fiber, packaging, strapping, and molding industries.

We are seeking a talented, enthusiastic, hardworking Engineering Management Trainee to join our team. The ideal candidate must be able to work in a collaborative environment, be eager to learn and demonstrate excellent interpersonal skills. The training program will span approximately 6-9 months building knowledge in production optimization through equipment and processes with focus on mechanical and electrical engineering.

### **Responsibilities and Areas of Focus**

- Assist with the supervision of the daily workflow within assigned department, including providing guidance to team members, setting goals and scheduling tasks to maintain efficiency.
- Assist with meeting production quantity and quality goals
- Building and maintaining client relationships; respond to inquiries, address discrepancies and resolve issues in a timely manner.
- Maintain a safe work environment and proactively avoid safety incidents

### **Education / Training:**

- Bachelor's Degree in Mechanical Engineering, Electrical Engineering or Similar Field

### **Desired Competencies**

- Positive and proactive team member with a get-the-job-done mentality
- Ability to accurately complete tasks on time and under pressure
- High level of accountability and responsibility
- Strong verbal and written communication skills
- Analytical and problem-solving ability
- Leadership
- Customer Service
- Planning and Organizing
- Collaboration
- Manufacturing experience a plus