

OPPORTUNITY ALERT!!!

Do you want the opportunity to learn a skills for a trade in a unique industry?
Do you want to work with a group of amazing people? Do you want to be appreciated, rewarded, and valued for your contribution, hard-work, and dedication? Do you want to continue to develop and grow your career while having the benefit of a stable company with many long-term employees? Not necessary, but if you are artistic, creative, or mechanically-inclined- even better!

We have an excellent opportunity for a **Production Specialist** to join our team!

What's in it for you?

- **Money! \$\$\$\$\$\$!**
 - Competitive wages
 - Bonus opportunities
 - Opportunity for Increases
 - Earn Gift cards
- **Benefits!** We currently offer Eligibility for:
 - 401 K Retirement Program
 - Insurance: Health, Dental, Vision, Short/Long-Term Disability, Accidental D/D, Critical/Hospital
 - 24/7 Telemedicine
 - Secure-Travel: Insurance through provider
 - Wellness Program/Money Coaching through provider
 - Employee Assistance Program (EAP):
 - Emergency Shelter Assistance
 - Military/Veteran Assistance
 - Substance/Abuse Management
 - Childcare/Eldercare Resources
 - Pet Resources
 - Relocation Assistance
 - Critical Incident Response
 - Face-to-face counseling
 - Chronic condition management
 - Support group recommendations
 - Caregiver Support
 - More!
 - Live/Work Well Programs-Resources offered through our providers:
 - Financial Health tools
 - Retirement planning tools
 - ID Theft Recovery resources
 - Financial Planning and Coaching
 - Legal advice and mediation
 - Wills, Power-of-attorney

- Tax Preparation referrals and resources
- Social Health: Virtual volunteering, Community, Parenting, more
- Emotional Health: 24/7 licensed counselors, Virtual Therapy, Crisis Support, more
- Professional Health: Learning resources, training, stress management, productivity and leadership resources, more
- Physical Health: Nutrition counseling, Tobacco cessation, Weight management, more
- Health Saving Account (HSA), Flexible Spending Account (FSA)
- Perks at Work-Discount Eligibility on lots of fun products, classes, and services through provider:
 - Gym memberships
 - Fitness equipment
 - Weight-loss programs
 - Virtual classes for yoga, meditation, more
 - Tutoring
 - Continuing Education
 - Childcare Discounts
 - Meal Delivery
 - Pet Health insurance
 - Cell phone service
 - Household needs, gifts and electronics
 - Travel: Cruises, rental cars, hotels
 - Supplemental Insurance
 - Community Online Academy
 - Earn WOW Points to redeem for cash and prizes
 - More!
- Commuter Benefits
 - Pre-tax parking fees and mass transit program eligibility
- Adoption Assistance- through provider
- **Learning and Development Opportunities!**
 - Training of a Unique Trade with Experts in the Field
 - Opportunity to learn different areas of the business for your career development
 - Performance Reviews and Collaborative Goal-setting
- **Opportunity for Advancement!**
 - Performance Reviews and Collaborative Goal-setting
 - Structured Paths to learn and advance
- **Safety Services:** Workplace safety and health topic learning
- **Camaraderie and Friendships** with like-minded people working together to achieve massive success!
- **On-site Employee 50's Diner!**
 - Free coffee!
- **On-site Employee Gym!**
 - Free gym membership!

What will you do?

You will be a key-player in growing the success of this company by performing some of the business' most important work, including:

- Operate various machines to slit, cut, shrink, wrap, die cut, pad, fold, collate, staple, score, UV expose/coat/cure, and other processes.
 - Operate a business card slitter by feeding sheets of finished full-size printed product through the machine. Cut to finished size for customer.
 - Operate a guillotine cutter to cut stacks of full-size paper into finished size for customer.
 - Operate a shrink wrap machine to shrink-wrap products as necessary, while making sure the paper is even and the shrink wrap is tight.
 - Operate a rotary die-cut machine by mounting an aluminum plate setting particular to each customer's job. Convert full-size paper into finished unique shapes for customers.
 - Operate round corner machine by configuring the correct size blade and manually pushing the blade assembly over the stack of finished size product to cut the corner round.
 - Operate a padding machine that applies glue to edge of a stack of note sheets.
 - Operate a folding machine by feeding full size sheets to be folded in half or more.
 - Operate a booklet machine that collates and staples orders into booklets.
 - Operate a scoring machine that takes full-size sheets and scores them.
 - Operates a UV machine by feeding full-size printed sheets into the machine that applies UV material and exposes sheets to UV light for curing.
- Perform manual processes such as jogging, straightening, selecting, feeding and loading paper.
- Prepare products for shipping. Put individual orders into boxes. Remove samples.
- Use computer to print labels.
- Package products manually with accurate label application matching the contents before taping.
- Weigh packages as needed.
- Use hydraulic pallet jacks to move product.
- Verify each package for proper carrier type prior to loading on outgoing pallets.
- Produce meticulous, high-quality products for our clients.
- Fulfill orders accurately and with high attention to detail.
- Deliver extraordinary customer service to clients and co-workers.
- Ensure accuracy in production.
- Assist in troubleshooting order errors and solving customer concerns by helping with Customer Service Specialist co-worker's inquiries as needed.
- Prevent or minimize order errors and fulfillment issues.

- Communicate openly and effectively with entire team regarding order process, status, issues, etc.
- Monitor and report inventory levels as needed.
- Occasionally adjust equipment and machinery.
- Troubleshoot and repair defective equipment.
- Perform routine cleaning and preventative maintenance.
- Respond to work order requests in a timely fashion.
- Adhere to all safety policies and procedures.
- Performs other duties as assigned.

Responsibilities:

- Fulfill client orders efficiently, timely, and accurately.
- Troubleshoot and minimize client order errors proactively.
- Inspect all products used and completed orders for quality standards (color, toning, ink spots, margins, etc.)
- Reject runs that do not meet quality standards.
- Troubleshoot and repair defective equipment.
- Perform routine preventative maintenance on equipment and machinery.
- Adhere to all safety policies and procedures.

Qualifications:

- Great Attitude and Strong Work Ethic.
- Willingness to Learn.
- Team and Customer-focused.
- Helpful: Previous experience in machinery or other related fields.
- Strong potential for mechanical aptitude and troubleshooting skills.
- Willingness to gain familiarity with industrial tools and equipment.
- Ability to handle physical workload.
- **EDUCATION and/or EXPERIENCE:** High school diploma or General Education Degree (GED), or actively pursuing high school diploma.
- **LANGUAGE SKILLS:** Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and series of numbers. Ability to print and speak simple sentences.
- **MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of weight measurement and distance. Ability to read a line gauge in inches, points and picas.
- **REASONING ABILITY:** Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with occasional variables.
- **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
 - While performing the duties of this job, the employee is regularly required to stand and use hands to handle and feel.
 - The employee frequently is required to reach with hands and arms as well as walk move about at a standing/walking height.

- The employee is occasionally required to: sit, stoop, kneel, crouch, bend, reach, or crawl.
- Must be able to understand instructions orally or in writing and be able to communicate with others orally or in writing.
- The employee must frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.
- **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
 - Regular exposure to moving mechanical parts.
 - The noise level in the work environment is usually loud.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Contact HR to request more information or a more-detailed job description. This list is a summary and not meant to be an all-inclusive representation of the position.

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