

## JOB DESCRIPTION

**Job Title:** Mailing Machine Operator

**Department:** Bindery Department

**Supervisor:** Shirley Bircher

**Supersedes Date:** 7/23/2014

**FLSA Status:** Hourly

**Revision Date:** 12/10/2018

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**Job Summary:** Perform a variety of mailing equipment operations to consistently meet customer expectations. Duties may also include assisting in all other aspects of the operation as needed.

### **Job Duties/Responsibilities:**

- Operate inkjet, envelope inserter and Cheshire tabbing systems
- Sort and band mail per postal requirements
- Perform maintenance on equipment such as lubrication, and replacement of worn parts
- Operate other machines and/or assist co-workers in bindery, distribution or other departments as needed

### **Qualifications:**

- Understanding of Windows based PC environment and basic computer skills
- Ability to read and communicate in English
- High school diploma/equivalency required; Trade/vocational school preferred
- Previous mailing experience & an understanding of postal regulations preferred
- Basic mechanical/troubleshooting skills
- Minimum of 1-2 years production related experience.
- Ability to meet physical/technical requirements.

### **Physical / Mental / Technical Requirements:**

- Requires standing, walking and bending throughout the entire shift
- Frequent lifting of mail carriers weighing up to 45 pounds
- Problem solving skills both in a team atmosphere as well as individually
- Ability to perform basic arithmetic skills
- Ability to work independently with little supervision as well as in a team setting
- Ability to work overtime as needed to meet customer demands

### **Relationships:**

Daily contact with Director of Bindery & Distribution as well as Mailing Manager and personnel from all departments as needed to meet customer demands.

Scope:

To maintain a competitive position, APC is required to continually monitor, evaluate and improve processes. All employees have the responsibility to actively contribute to the company's continuous improvement process and are encouraged to approach any manager with suggestions or concerns.

This job description is a summary only. Employees may be asked to perform any other duties as required.