

# IGEN OPERATOR

## **Employment Requirements:**

**Education:** High school diploma or GED

**Experience:** Manufacturing experience  
Computer knowledge

**Knowledge:** Company practices and procedures  
Departmental production requirements  
Ability to function in and learn manufacturing environment  
Basic knowledge of machinery

**Skills:** Good manual dexterity  
Attention to detail  
Personnel Test score of 16 or above

**Hours:** 7:30 to 4:00 Monday thru Friday (Schedule may vary depending on need)  
Overtime (Occasionally as department needs require)  
Candidate must be prepared to work year round depending on department needs.

**Environmental Considerations:** Work is performed in a manufacturing setting with normal temperature and environmental variations.

**Physical Requirements:** Standing and walking all day on concrete. Some lifting (10-50) pounds may be involved.

## **General Job Description:**

Under general supervision the employee performs duties that facilitate the printing of materials for fulfillment of customer orders. Verify work orders to materials, proof and printing SAP and SSC order forms by checking spelling, color and design and keep printing supply inventory stocked. In addition employee must be able to function competently in a manufacturing environment in various areas. Candidate must be able to work as a member of the team. Good attention to detail and sense of urgency.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The IGEN Operator will follow any other instructions and perform any other related duties as may be required by their supervisor.

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