

INSERTER

Employment Requirements:

Education: High school diploma or GED

Experience: Manufacturing experience

Knowledge: Company practices and procedures
Departmental production requirements
Ability to function in and learn manufacturing environment

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

Hours: 7:00 to 3:30 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 walking and lifting the majority of the work day. Lifting up to 40 pounds will be involved.

General Job Description:

Under general supervision the employee performs duties that facilitate the operation of an inserting machine which inserts names and notes with other appropriate materials into envelopes for fulfillment to the customer. In addition employee must be able to function competently in a manufacturing environment in various areas. Position requires proficiency and accuracy including quality control and expediting of program materials. Candidate will be verifying postage and dates on time sensitive materials, crosschecking work to materials, wrapping skids of mail for pickup, keeping inventory stocked and minor machine maintenance. 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 Inserter will follow any other instructions and perform any other related duties as may be required by their supervisor.

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