

Zip Sort Operator - Coupon

Req ID: 20801 - Manufacturing/Warehouse/QA - Full-Time

SHIFT: 1st Shift

STARTING WAGE: Starting Wage of \$11.50 per hour, commensurate with experience.

SUMMARY: Sets up and operates machine such as Zip Sorter by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Prioritizes work to be processed.
- Prioritizes sorting tasks with supervisory assistance.
- Maintain clean and organized feeder station and optical reader.
- Evaluate reports and documentation.
- Devise postal schemes.
- Perform quality audits with postal guidelines.
- Reads job order for specifications and determines sequence of operations.
- Positions and secures workpiece on machine table.
- Moves controls to position tool and workpiece in relation to each other, and to set specified feeds, speeds, and adjustments.
- Sets up feeding device, starts machine, and press a button to feed workpiece and engage feed.
- Observes operation of machine and verifies conformance of machined workpiece to specifications.
- Document downtime on maintenance log for errors, source of errors and resolutions.
- Able to read and arrange schemes from sort sheets.
- Must be familiar with PC operation, devise schemes and develop postage rates.
- Familiarity with Microsoft Office applications (Word, Excel, etc) including e-mail.
- Overtime as needed and required.
- Regular and appropriate attendance is expected in this and all other positions at NCP.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE: Previous machine operating experience preferred. High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read, write, and comprehend simple instructions, short correspondence, and memos in the specified languages. Ability to effectively present information one-on-one and in small group situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY: Ability to account for all documents processed and shipped.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, or kneel. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 75 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and/or airborne dust &/ or paper particles. The noise level in the work environment is usually loud. All employees will be working in a manufacturing production environment. This includes working around various types of mechanical equipment or in areas where industrial lift trucks are used. All work environments that exceed OSHA's standard on noise levels are required to wear the hearing protection that is provided.