

**BMS Direct Inc.**  
**Job Description**

**Position Title: Production Associate- Insert Department**

**Supervisor: Production Supervisor**

**Job Summary:**

Operates a computer/manual controlled insert machine that accumulates, folds, inserts, seals and verifies mail. Follows work order instructions closely to ensure a quality product is produced.

**Essential Duties and Responsibilities include the following:**

- Perform all assigned procedures in an efficient manner while observing all safety rules.
- Read and understands work orders, job instructions, and perform all quality control procedures.
- Set up and operate insert equipment following all mandated Standard Operating Procedures.
- Verify that components match work order jacket and sample.
- Obtain Lead/QC signoff and copy of output sample for first piece produced prior to processing order.
- Verify materials when opening new cartons.
- Match output to sign off sample consistently throughout order to ensure accuracy.
- Monitor inserter for doubles and miss-feeds, proper sealing, fold quality and DRS verification.
- Monitor and troubleshoot machine seeking assistance in a timely manner to ensure efficient processing.
- Report product or order issues that may delay processing to Lead and/or Production Supervisor.
- Ensure all job ending totals match work order instructions including DRS Summary prior to releasing order from machine.
- Clear all left-over materials from machine after each order and prior to starting a new.
- Maintain a clean, safe and orderly work area at all times.
- Notify Lead/Supervisor when assigned tasks are completed.
- Avoid unnecessary down time
- Complete and submit required daily paperwork.
- Assist in other departments when necessary
- Report any injury to immediate supervisor.
- Understand and comply with applicable company policies (i.e. Attendance, Code of Business Conduct & Ethics, Associate Handbook etc.)
- Perform other duties as assigned

**Minimum (Required) 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 set, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be 18 years of age.
- Must report to work on time and work assigned work hours.
- May be required to continue education and / or training.
- Must have reliable transportation.
- Must be able to contact immediate supervisor in case of emergencies and unscheduled days off.
- Must provide a method of contact for unscheduled days off.

**Education and experience**

High school diploma or general education degree (GED) preferred  
Related work experience a plus

**Language / Communication skills**

Ability to read and comprehend instructions, correspondence, and memos in English.  
Employee must have the ability to write correspondence in English.  
Ability to speak effectively.  
Must possess excellent communication skills, organizational skills, problem solving skills and effectively interact with several different personalities and levels of people.

**Mathematical skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, and decimals.  
Ability to compute rate, and percent

**Physical Requirements of the position**

The physical demands described herein 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. An individual should contact his or her supervisor if he or she believes that an accommodation is needed.

While performing the duties of this job, the employee regularly is required to use tools, or hand controls, frequently is required to stand and walk, reach with hands and arms, climb or balance, talk or hear. The employee is required to walk and stoop, kneel, crouch, or sit. The employee must frequently lift and/ or move up to 50 pounds. (Please notify Supervisor if help is needed to lift object) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work environment**

The work environment characteristics described here represent those that an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to fast moving material handling equipment or other mechanical equipment. The noise level in the work environment usually is loud.

The above statement reflects the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

**Work hours**

This is a full-time position. The incumbent must have the ability to work on varying schedules which might include shift work (day or nights) with scheduled overtime, weekdays or weekends and some holidays. Work hours may vary or change based on customer order requirements.

I have read the above job description and understand what is expected of me. This list of duties may be modified by management due to company and / or departmental needs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_