

BMS Direct-Job Description

Position Title: Sorter Operator

Supervisor: Production Supervisor

Purpose of Position: Perform all duties in the Sorting area to include operating the Meter, the Sorter and sweeping of mail. Provide assistance to other areas of production as needed.

Essential Duties and Responsibilities include the following:

- Maintain a clean and safe work environment. Report and document safety issues and/or injuries to the Production Supervisor and/or General Manager immediately.
- Ensure all work order instructions and departmental Standard Operating Procedures are being followed during the processing of orders.
- Be proficient and perform all duties associated with the Sorter operation and Meter area.
- Perform all computer and paperwork associated with building the scheme, PAF's, machine updates and uploading of daily postal documents.
- Following strict hourly checking procedures, to ensure barcode quality is monitored and maintained within the tolerated range based on the USPS specifications using the USPS template.
- Move with a sense of urgency in all positions in order to keep machines running while offering ideas to improve efficiencies.
- While operating the sorter, help coordinate the break times and sorter staffing levels in order to maximize run efficiencies based on type of work processing. Also load the machine and come down and palletize so the machine isn't full of trays.
- Follow daily sorting drop report while processing daily work to ensure compliance of customer drop dates and consult with Lead and Supervisor in order to prioritize work processed.
- Operate computers using Windows Based applications for sorter and metering equipment.
- Send timely and accurate daily emails to internal and external customers as directed.
- Submit required daily paperwork working with USPS and vendors to ensure all paperwork submitted to USPS is correct.
- While sweeping mail, maintain and verify the quality of the mail pieces including the barcode quality and location sprayed by the sorter.
- Identify and quickly clear jams from bins to maximize sorter run time.
- Tag, sleeve, palletize trays, restock, and clean work area during down time.
- Assist in close out process to including tagging and palletizing trays, applying placards to pallets and cleaning sorter area prior to starting back up.
- Ensure that all trays and bins have the correct tag.
- Monitor and trouble-shoot machine issues and report any machine issues in a timely manner to the Sorter Lead and the Production Supervisor. Make service calls when needed.
- Keep necessary materials stocked and readily on hand.
- Encourage and maintain a positive work environment.
- Understand and comply with all company policies (i.e. attendance, Code of Business Conduct & Ethics, Associate Handbook etc.)
- Perform all other duties as assigned.

General Time Allocations

This position will require about 100% of the time to be spent assisting in production duties to include metering, sorting, sweeping of mail, and keeping the machines running.

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.

Must possess a high school diploma or general education degree (GED). A minimum of five years work experience in a production environment. May be required to continue education and / or training.

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.

Ability to add, subtract, multiply and divide in all unites of measure, using whole numbers, common fractions, and decimals.

The employee must frequently lift and/ or move up to 50 pounds and occasionally lift and/or move up to 70 pounds

Working conditions:

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 is moderate to noisy.

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 and understand my Job Description and will perform them to the best of my abilities.

Employee Signature: _____ Date: _____

Witness: _____ Date: _____