

BMS Direct Inc.
Job Description

Job Title:	Production Associate - BMS Direct Inc.
Department:	Production
Reports to:	Production Supervisor
FLSA Status:	Non-exempt
Prepared By:	Tony Tysver
Prepared Date:	1/19/07
Approved By:	James LaPrade
Approved Date:	1/22/07

Summary

Set up and operate computer controlled inkjet machine. Verify accuracy and quality of address/message per work order instructions.

Essential Duties and Responsibilities include the following:

- Read and comprehend work order instructions.
- Operate computers using Windows Based applications for ink jet equipment.
- Ensure that client's unused materials are processed properly as per pull ticket instructions.
- Operate manual pallet jack.
- Verify materials are correct for job being run using work order and other provided job instructions.
- Follow all departmental Standard Operating Procedures and Safety rules. Report any Safety issues to the Production Supervisor.
- Monitor ink-jet for doubles, miss-feeds, heater, ink smearing, and print placement along with all other Quality issues.
- Monitor machine for potential maintenance requirements. Report findings to Production Supervisor.
- Maintain equipment and keep work area in an orderly fashion.
- Oil machine parts on a scheduled basis.
- Notify Production Supervisor when assigned tasks are completed.
- Strap and palletize completed mail trays.
- Complete and submit required daily paperwork.
- Avoid unnecessary down time.
- Perform all assigned procedures in an efficient manner while observing all safety rules.
- Work effectively with immediate Supervisor to minimize waste and increase profitability of company.
- Report any injuries to immediate supervisor.
- Understand and comply with all company policies (i.e. attendance, Code of Business Conduct & Ethics, Associate Handbook etc.)
- Follow work order instructions, ink jet templates and all Standard Operating Procedures in the production area.
- Perform all other duties as assigned

Qualifications / Requirements

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
- 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 and 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

Certificates, Licenses, Registrations

- None

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 and occasionally lift and/or move up to 70 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: _____

Revised- 4/30/12