



Employment Opportunity

Position Title: Inserter / Tabbing Operator

Job Type: Full Time

Shift: Days

Year(s) Experience: 2 Yrs (Operating Experience)

Date Posted: December 17/06

Job Summary:

To set up, maintain and operate inserting and tabbing mailing equipment. Work as a team player and a willingness to perform any bindery tasks that may be required.

Reporting to the Bindery Supervisor the successful candidate will be responsible for:

- Set up and operate mailing equipment (Mailstar 400 Buskro Tabber)
- Perform mail sorts
- Train bindery assistants in mail sorting
- Perform any required maintenance and minor repairs
- Perform general bindery duties
- Maintain general housekeeping duties
- Adhere to quality procedures
- Adhere to Health and Safety Policy and procedures and to report all unsafe and unhealthy work conditions.

Skills & Abilities:

- Knowledge of the operations of a Mailstar 400 Inserter and Buskro Tabber
- Mechanical aptitude
- Knowledge of general bindery operations
- Knowledge of the printing business would be considered an asset
- Strong interpersonal skills
- Computer skills
- Proven ability to work under time constraints and deadlines
- Superior attention to detail
- Organized, initiative and self motivated
- Team Player

Experience:

- Two years experience operating an inserter
- Two years experience working in bindery or direct mail house.
- Proven decision making

Education:

- High school diploma or equivalent
- Equivalent combinations of education and experience will be considered

Interested applicants please forward resume to Michael Corbett via email or hard copy by
January 12th 2007 mcorbett@aiim.com