



Job Position: Inserting Operator
Reports to: Insert Operations Manager
Department: Inserting
Classification: Overtime Eligible

PCI Group is the leading provider of mission critical communications for businesses where security of customer-centric data is paramount, precision and accuracy are crucial, and compliance is a must.

Job Summary:

Produces inserted materials in accordance with Standard Work Processes to ensure that quality expectations are met while also meeting output and efficiency goals.

Some General Duties/Responsibilities:

- Follow Standard Work procedures
- Make ready, operate, maintain and have ability to trouble shoot the inserting process as needed.
- Follow QC Procedures and complete all logs, paperwork, check list and Computer functions (MRDF, DCS, etc.) in accordance with Standard Processes.
- Work with the Assistant Operator as able to ensure all finished materials are processes appropriately
- Understand the capabilities of the machine to achieve optimum print quality
- Maintain workflow efficiency by evaluating processes at each stage of production
- Operator is responsible for creating a predictable process through:
 - Correctly performing preventative maintenance routines
 - Ensuring that each job is properly set up
 - Performing routine inserting procedures, most of which require specific skills and aptitudes
 - Inspecting for adherence to procedures using, visual discrimination, quality analysis, and judgment
 - Recognizing when routine adjustments are necessary and identifying errors at the earliest possible stage to minimize production rework
- Perform adjustments accurately, efficiently and according to procedures, minimizing unexpected downtime and maintenance calls
- Interact closely with other departments outside of inserting (Pressroom/ Mail Dispatch/ Warehouse/ Shipping/ Technicians).
- Ensure associates maintain safety and OSHA standards.
- Responsible for cleanliness of area and maintaining 5S standards, while driving continuous improvements.
- All other tasks as assigned by Lead, Manager, or Senior Management.
- Will comply with all current and future security and compliance requirements.

Education/Experience:

- **Required:** High School Diploma or G.E.D.; vocational or technical school diploma or certificate preferred.
- **Desired Experience:** Previous experience in a mail facility with working knowledge of high-volume/high-speed inserting machines such as Pitney Bowes or Bell and Howell.
- **Language Proficiency:** Ability to read and write in English.
- **Technical Skills:** Must have basic computer skills, understanding of workflows, and comprehension of job tickets.
- **Attributes:** Strong attention to detail, a positive attitude, and the ability to work collaboratively in a team environment.



- **Preferred Knowledge:** Familiarity with operation, minor setup adjustments, and safety protocols of inserting machines is a plus.

Physical Demands:

The physical demands described here are representatives 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. Frequent hearing and talking required. Must be able to stand and move for long hours May be required to lift up to 30 lbs.

Note: PCI Group retains the discretion to add to or change the duties of this position at any time.

I have received a copy of this job description:

_____ Date

_____ Employee Signature