



## **We are looking for an organized operator of mailing and bindery equipment for our Springfield location!**

QSL Print Communications, a Koke New Century, Inc. company, has continuously set the bar for offset and digital print services in Lane County. Our clients are primarily regional businesses that rely heavily on our expert mailing services and always appreciate their quality print orders arriving unscathed and well packaged. We are a family-run business built on four generations of printers who value quality workmanship, honesty, respect and teamwork.

**Position:** Mailroom/Bindery Equipment Operator (full-time)

**Department:** Mailing

**Reports to:** Production Manager

**To Apply:** please visit [qslprinting.com/careers](http://qslprinting.com/careers) to submit your cover letter and resume. The ninja code is 'Captain America'. **Please no walk-ins or phone calls.**

### **Broad Function**

Inkjet operator is responsible for setting up and operating all inkjet and mailing devices according to specification on the job ticket and mailing form.

The mailing department is a busy and deadline oriented hub of activity. It is important that our team members represent QSL in a professional manner at all times by being courteous, helpful and respectful to our clients and coworkers and always work as a part of a team. Our team members are detail oriented, personally responsible individuals capable of performing their duties with minimal supervision.

### **Essential Responsibilities & Required Skills**

- Determine job requirements by assessment and understanding of written instructions on work order
- Set up and operate inkjet and inserter machines for all mailing runs
- Maintain quality standards of jobs produced by these machines
- Stay up to date on postal regulations with help from data processing department and supervisor
- Sort and package mail according to USPS requirements
- Assist with paperwork and ensure mailing deadlines are met properly
- Ensure acceptable quality by monitoring finish product for defects
- Represent QSL in a professional manner at all times by being courteous, helpful and respectful of our current and future customers
- Ensure that jobs maintain a high level of quality and are completed on time
- Be a multi-tasking problem solver that can work under pressure of deadlines
- Other duties as necessary
- Adhere to all Koke New Century, Inc. policies and procedures as detailed in the employee handbook

### **Minimum Requirements**

- High school diploma or equivalent
- Good hand-eye coordination
- Ability to apply critical thinking to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variable in standardized situations



#### Abilities Required

- Must be able to stand all day
- Must be able to lift 35 pounds unassisted
- Must be able to achieve regular and predictable attendance
- Equipment operating experience preferred
- Experience working with paper is beneficial