

## Description

We are looking for Pitney Bowes machine operators.

Shifts available

1st - 6am to 3pm

2nd - shift 3pm to 12 am

Full time hours Monday - Friday plus overtime

The Machine Operator is responsible for automated mailing machines that produce customer communication for external clients. Communications produced for our customers include bills, statements, confirmations.. Ensure that all customer expectations for timeliness, cost, and quality are met through adherence to all processing procedures. In addition, actively participate in the training of new operators and temporary associates to ensure best practices are learned and institutionalized.

### Responsibilities:

- 1) Set-up and operate mail insertion equipment at specified through put rates and productivity measurements to ensure that all marketing, legal, and service level agreements are met. This equipment include Pitney Bowes. Set-up includes both the mechanical and system driven aspects of the equipment including programing.
- 2) The Machine Operator must perform daily maintenance and provide basic troubleshooting for each of the machines they operate. This includes daily cleaning, refilling of water and ink, minor adjustments that are necessary for the efficient operation of the machine, and 5S of their specific work area and the Mass Mail department as a whole including inventory locations sustained by Mass Mailing.
- 3) Provides a high level of quality control for machine output in accordance with current quality procedures. Finished goods must be inspected for print quality, accordance with postal regulations, accordance with banner page, sorting according to USPS manifest, correct postal meter rates and dates applied, proper envelope seal is secure, and overall quality of finished piece.
- 4) Machine Operator is required to stand and/or walk for extended periods of time, and is also required to lift/maneuver boxes, plastic bins, tubs of material, print carts, etc. weighing up to and including 50 pounds. The machine operator must be able to bend, squat, and kneel to perform maintenance, troubleshoot, and operate the machine.

### Problem Solving:

The person in this position needs to work independently and is expected to escalate issues to the work lead and manager when the expected output is unclear i.e. no sample for ad hoc jobs, missing pulls, job profile questions, etc. The person is also

expected to work collectively with their peers and other team members to resolve systemic issues and help develop process improvements.

## Qualifications

Education & Experience:

- A high school diploma or equivalent required. Twelve months experience in a similar position preferred.
- Solid mechanical aptitude
- Experience as an inserter operator
- Demonstrates proficient data entry skills as well as a basic skill level with Microsoft Office applications including Windows, Excel, and email
- Experience working in a fast-paced and changing environments
- Demonstrates strong attention to detail
- Demonstrates effective communication and customer service skills
- Able to work with highly confidential information under stringent deadlines in a team atmosphere
- Demonstrates strong organizational skills
- Able to quickly learn various software applications
- Able to recognize process improvements and drive change
- Exhibits behaviors that promote collaboration, team work and a willingness to accept change
- Embraces a “zero defects” environment and demonstrates acceptable performance toward that goal

## Primary Location

Edison, NJ

## Schedule

Full-time

## Travel

No