

Bank-A-Count is seeking a hard-working individual to join its check production team. Candidates should possess an aptitude to deliver high quality work, contribute to team efforts, and have the ability to meet productivity standards in a fast-paced environment.

Bring your skills to an organization where your contributions can make a difference!

CHECK PRODUCTION ASSEMBLY

SUMMARY:

Responsible for performing repetitive line assembly operations to mass-produce products. Operates a variety of equipment related to bindery department operations.

Principal Duties:

- Process and package product according to operating procedures and quality/quantity standards.
- Operate all production equipment, including but not limited to, jogger, paper cutter, binders, shrink wrappers and postage/mail machines.
- Participate in rotational assignments at various work stations as required by production needs.
- Work on production line with all team members, and be flexible with variations to work routines.
- Observe equipment operations to alert appropriate personnel of malfunctions or safety issues/concerns.
- Adhere to company policies and procedures related to, but not limited to, security and privacy of client and company information.
- Transport product to post office and/or between local company facilities.
- Perform other related duties as assigned.

Required Qualifications/Skills:

- Strong attention to detail and organization to achieve quality/quantity production expectations.
- Ability to work cohesively and support efforts of production team.
- Possess appropriate mobility to work with and around fast-moving machinery parts.
- Display respectful attitude and communicate effectively within team and others in organization.
- Ability to work outside normal production parameters when required – be flexible with work routines.
- Ability to frequently move or lift materials up to 50 pounds.
- Possess valid driver's license.
- Previous production, bindery or printing experience helpful.

Education and/or Experience:

Candidates should possess a high school diploma or general education degree (GED), or related work experience.

Submit cover letter and resume by mail to address above, or e-mail: bstark@bank-a-count.com.