

# **Insertion Operator/ Opérateur d'insertion (Night Shift) \*Full-time Opportunity\* RR Donnelley-Vipond, Mississauga, ON**

**POSTING DATE:** January 4<sup>th</sup>, 2021  
**TITLE:** **Insertion Operator**  
**LOCATION:** Vipond, Mississauga. ON  
**REPORTS TO:** Production Supervisor

## **POSITION SUMMARY**

Reporting to the Production Supervisor, the Insertion Operator is responsible for the operation and basic maintenance of all Mechanical Post Processing and peripheral equipment. The Insertion Operator is responsible for adhering to an extremely time sensitive daily production schedule, while maintaining high quality levels and customer satisfaction. The Insertion Operator position will work 12-hour night shifts from 7pm to 7am.

## **DUTIES AND RESPONSIBILITIES**

- Operates inserting/post processing equipment in accordance with the daily production schedule
- Loads stock (envelopes, inserts, etc.) into insertion/post processing equipment as per the run docket/work instructions
- Removes completed mail pieces from insertion/post processing equipment
- Performs basic equipment maintenance such as cleaning, minor repairs etc.
- Troubleshooting and problem solving with regards to system/equipment problems and/or application problems
- Performs all required tasks and activities in accordance with established facility Quality Control Procedures (QCP's), Standard Operating Procedures (SOP's)
- Performs all required tasks and activities in accordance with established safe work practices and Health & Safety rules and regulations
- Ensures all paperwork (QC Balance Sheet, Sequencing Camera Reports, etc.) is filled out accurately and completely
- Maintains clean work area
- Other duties as required

## **KNOWLEDGE AND SKILL REQUIREMENTS**

- Post-secondary certificate/diploma or equivalent
  - Basic computer knowledge, MS Excel, MS Word and keyboarding
  - Basic knowledge of mechanical inserting technology is preferred
  - Working knowledge of specific insertion/post processing equipment may be required
  - Must be familiar with applicable Facility Quality Control Procedures, Standard Operating Procedures, Safe work practices, Housekeeping, and WHIMS Regulations
  - Ability to follow written and verbal instructions
  - Strong English verbal and written communication skills (French would be an asset)
  - Basic mathematical skills, ability to add, subtract, multiply and divide
- Flexibility to work various shifts and overtime as required in a 24 hour, 7 day per week operating environment

**To apply to this position, please follow this link:**

<https://www.indeedjobs.com/jobs/9bea3a468515cb4dcb8e?from=snippet>

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