

Job Description

Insertter Operator

Position Title	Insertter Operator
Location	Proven Direct, Inc. - Milwaukee, Wisconsin
Reports To	Production Manager
Term of Employment	Regular
Type of Employment	Full Time
Work Hours	1 st or 2 nd Shift
Start Date	Immediate
Education	High School or equivalent
Experience Level	Two to five years

Position Description

Purpose

Proven Direct has been a leader in direct marketing production since 1997, efficiently processing thousands of custom projects and millions of unique marketing pieces to a diverse client base each year. We provide end-to-end direct marketing solutions including strategy, design, list acquisition, data processing and analysis, digital variable printing, letter shop, cross-media deployment (email, PURLS, etc.), fulfillment and distribution.

The inserter operator is responsible for setting up and operating equipment used fold, match and insert multiple pieces of printed marketing collateral into an envelope. The expanded list of responsibilities and requirements are listed below.

Job Duties / Major Responsibilities

- Set up inserting equipment at the beginning of each job according to specifications provided on the job ticket.
- Operate the equipment.
- Recognize when the output of the operation drifts from specification.
- Troubleshoot equipment problems and make adjustments as required to return output to the proper specification.
- If multiple employees are required to run a particular job on a particular piece of equipment, direct and supervise the work of those employees.
- Communicate status of in-process jobs to managers and co-workers.
- Accurately track time on each job if requested.
- Update and sign-off on job tickets at the conclusion of each job.

Required Education / Skills

- Good communicator with ability to read, write and speak fluent English.
- Excellent attendance record.
- Ability to use a computer keyboard and mouse.
- Inserter operation and setup experience is required; however, will consider candidates with general machine tool operation and setup experience if other skill and education requirements are met.
- Buhrs inserter experience preferred.

Job Description

Insertor Operator

- Knowledge of or experience with finishing (coater / cutter / folder) and / or inkjet equipment is desirable but not required.
- Direct mail experience or knowledge of USPS regulations would be a significant plus.
- The ideal candidate will be highly self-motivated and interested in being groomed for supervisory experience.