CTG is currently assisting one of its premiere clients in staffing Production Workers in Erlanger, KY. Must pass a background check and drug screen. High school graduate or GED minimum.

EMAIL RESUMES TO: erin.barabas@ctg.com, if interested

2nd Shift: 3:00pm-11:15pm or 2:00pm-10:15pm
3rd Shift: 11:00pm-7:15am

Position: Mail Inserter/Print Operators and Material Handlers
Location: Erlanger, KY
Duration: ongoing contract- possibility of Temp to Hire
Compensation: $13.00/hourly

GENERAL DESCRIPTION
The inserter operators’ job is to set up and operate the DM inserting equipment as well as the ancillary pre and post processing equipment modules. Operators must be able to trouble-shoot the inserting equipment to meet established hourly production standards and perform preventative maintenance procedures and required intervals. Operators must be able to effectively use the quality control monitoring systems while processing direct mail packages, as well as always monitoring quality of the final insertion at output. Operator must be able to sort and prepare mail according to the USPS regulations, as well as to properly record any spoilage for reprints of letters, correctly manually reconcile diverted/failed packages processed throughout the inserting systems. All inserting operators must help maintain equipment by general cleaning, and maintain an organized, safe and clean work area.

Job Duties:
- Pull up proper job configuration on inserters based on forms that will be inserting. Check for proper guide set-ups and proper sensor detections.
- Check final inserts for proper folding, sealing, address placement through the window, sequencing and delivery.
- Follow directions and instructions provided by the DM production supervisor on all production releases.
- Notify DM Production Supervisor of any mechanical needs or machine malfunctions.
- Properly sort inserted mail according to USPS DMM Requirements.
- Notify DM production supervisor of any quality issues, generate and accurate divert log from Kerns Mail factory software, and accurately record spoilage and request reprints that to the DM production supervisor.
- Maintain an organized, safe and clean work area.