



# MackayMitchell

Envelope Company®

<https://www.mackaymitchell.com/job/machine-operator-2/>

## Machine Operator

### Description

We currently have an opportunity for a **3rd shift Machine Operator**. Great opportunity for candidates committed to safety, quality, teamwork and excellent attendance. Career advancement potential for individuals who are highly mechanical or have other professional interests/skills. This is a union position (Local 1B, Printing, Packaging & Production Workers Union of North America (PPPWU)). Facility operates with 8-hour shifts: 1st shift (7:00 AM – 3:00 PM, Monday – Friday), 2nd shift (3:00 PM – 11:00 PM, Monday – Friday), **3rd shift (11:00 PM – 7:00 AM, Sunday – Friday AM)**.

The Machine Operator will follow all safety and quality procedures and is primarily responsible for performing quality checks at pre-determined intervals on all product produced and packing of finished product according to job specifications. Position will also be responsible for carton labeling and palletizing, and basic machine cleaning and start-up.

### Responsibilities

- Read job tickets and follow procedures to produce quality envelopes
- Inspect envelopes for quality assurance
- Continuously check seal and side-seam adhesive for proper coverage, positioning and height of gum line
- Continuously check printing color and registration
- Ensure machine guards are in place at all times
- Keep machines running at set speeds at all times
- Collaborate with Machine Adjusters, Printers, Production Supervisors and Plant Management to resolve machine and/or quality issues
- Assemble and label cartons
- Package good quality envelopes into specified, correctly labeled cartons
- Perform inspections per Standard Operating Procedures (SOPs)
- Stack pallets
- Complete accurate production records
- Maintain clean and safe machine/operating environment at all times
- Report any unsafe conditions to management
- Clear basic machine jams
- Demonstrate ability and willingness to work overtime
- Promote and adhere to the Company's CARES core values which are embedded in all roles, fostering a culture that demonstrates commitment to: Collaboration, Accountability, Respect, Excellence and Safety
- Perform all other duties as assigned

### Qualifications

1. Basic reading, writing and mathematical skills; ability to read and understand Job Order
2. Must be able to use a ruler to measure within 1/16"
3. Ability to multi-task
4. Physical stamina; Ability to frequently lift up to 32 pounds; occasionally lift

### Hiring organization

Mackay Mitchell

### Job Location

2100 Elm Street SE, 55414,  
Minneapolis, MN

### Date posted

October 2, 2024

over 32 pounds

5. Ability to tolerate noise levels produced by machines (hearing protection required)
6. Strong organizational and time management skills
7. Ability to concentrate and pay close attention to detail
8. Strong interpersonal skills and ability to maintain productive relationships with peers and management
9. Effective communication skills, both verbal and written
10. Self-motivation and ability to work independently
11. High School diploma or GED equivalent and previous experience in the print, paper or envelope industries preferred