



# Mackay Mitchell

Envelope Company®

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

## Machine Operator

### Description

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 machine 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

- Basic reading, writing and mathematical skills; ability to read and understand Job Order
- Must be able to use a ruler to measure within 1/16"
- Ability to multi-task
- Physical stamina
- Ability to frequently lift up to 32 pounds; occasionally lift over 32 pounds
- Ability to tolerate noise levels produced by machines (hearing protection required)
- Strong organizational and time management skills
- Ability to concentrate and pay close attention to detail
- Strong interpersonal skills and ability to maintain productive relationships with peers and management
- Effective communication skills both verbal and written
- Self-motivation and ability to work independently

### Hiring organization

Mackay Mitchell

### Job Location

1500 Mackay Avenue, 52641, Mt. Pleasant, Iowa

### Date posted

April 24, 2024

