



# Mackay Mitchell

Envelope Company®

<https://www.mackaymitchell.com/job/49234/>

## Machine Operator

### Description

The Machine Operator is responsible for ensuring the safe and efficient operation of production equipment while adhering to all quality standards. This role involves performing quality checks, packaging finished products per job specifications, labeling cartons, palletizing, and conducting routine machine cleaning and startup procedures. The Machine Operator works closely with production teams to maintain seamless operations and high-quality output. This role operates under the provisions of a Collective Bargaining Agreement (CBA).

1st Shift Opening: Monday – Friday (7:00 AM – 3:00 PM)

### Responsibilities

- Read and interpret job tickets to ensure proper production specifications are met
- Conduct quality inspections at regular intervals to verify adherence to company standards
- Monitor seal and side-seam adhesive application for proper coverage, positioning, and height
- Inspect printing for accurate color and registration
- Ensure machines operate consistently at designated speeds, making necessary adjustments to maintain production efficiency and quality standards
- Work collaboratively with Machine Adjusters, Printers, Production Supervisors, and Plant Management to troubleshoot machine or quality issues
- Assemble, label, and package finished products into correctly marked cartons
- Perform inspections according to Standard Operating Procedures (SOPs)
- Stack finished product on pallets according to specifications
- Accurately document production data and maintain records
- Maintain a clean and organized work area, following safety protocols to minimize hazards and support a safe and efficient production environment
- Adhere to all safety policies and procedures, remaining vigilant for potential hazards—such as missing or improperly positioned machine guards—and promptly reporting concerns to the appropriate personnel
- Clear minor machine jams and assist with basic troubleshooting
- Demonstrate flexibility and willingness to work overtime as needed
- Uphold and promote the company's CARES Core Values: Collaboration, Accountability, Respect, Excellence and Safety
- Perform other duties as assigned by management

### Qualifications

- Basic reading, writing and mathematical skills; ability to comprehend job orders
- Proficiency in using a ruler to measure within 1/16"
- Strong attention to detail and ability to maintain focus on quality control

### Hiring organization

Mackay Mitchell

### Job Location

2100 Elm Street SE, 55414,  
Minneapolis, MN

- Effective multitasking and time management skills
- Physical stamina to meet the demands of a fast-paced manufacturing environment
- Ability to lift up to 32 pounds regularly and occasionally lift over 32 pounds
- Self-motivated with a proactive approach to problem-solving
- Willingness to wear and use required Personal Protective Equipment (PPE)
- Tolerance for noise levels associated with manufacturing machinery (hearing protection required)
- Willingness to cross-train on various machines as needed
- Strong organizational skills and ability to work both independently and as part of a team
- Excellent interpersonal and communication skills, both verbal and written