

Auto Pocket Bundler

Job Purpose: Load bundled forms onto automatic pocket fillers while insuring correct placement.

Essential Functions:

- Communicate with fork truck driver regarding material needs and order sequence.
- Check work order for any inserts, illustrations or special instructions.
- Double check collation and hanger position with operator.
- Load bundles onto feeders manually or with uni-move lift in the correct order and position.
- Check load tags on all in-coming loads to make sure title and job number match work order.
- Check actual title and text to make sure load tag matches load.
- Inspect all bundles after opening for correct title (text) and positioning.
- Locate and make sure samples are loaded as soon as possible.
- Count, tag and clear out all materials from previous order.
- Fill out oversight report / storage / handwork tags, etc.
- Set up gatherer and pocket loaders.
- Monitor quality; visually inspect a form from all new in-coming loads for correct title and page numbers.
- Keep job-site area clean.
- Assist operator where needed.
- Clean and maintain gatherer and pocket loaders.
- Assist operator with monthly preventative maintenance.

EXPERIENCE AND QUALIFICATIONS

- Ability to lift up to 50 pounds
- Able to stand for long periods of time
- Ability to take instruction from Binder Operator
- Ability to read job bags and use a ruler
- Work overtime as need
- Strong attention to detail
- Must be able to work 12 hour shifts (7:30am-7:30pm or 7:30pm-7:30am) including weekends and holidays