



Printer Operator

There is currently an opening for a Printer Operator in the Data Processing Department. Interested applicants should complete an Application and return it to the Human Resources Department by 5:30 p.m. on Friday, June 5, 2009.

Date Up: June 1, 2009

Date Down: June 5, 2009

POSITION: PRINTER OPERATOR
DEPARTMENT: Data Processing
REPORTS TO: Data Processing Supervisor
SHIFT: 2nd
HOURS: Will vary with departmental needs

JOB RESPONSIBILITIES:

THE RESPONSIBILITIES OF THE JOB INCLUDE, BUT NOT LIMITED TO:

- Productive operations of all laser printers ensuring quality at all times.
- Independently operate all production printers in accordance with OSHA safety procedures, manufacturer specifications, and company procedures.
- Responsible for operating production printers in a manner that will achieve established production standards.
- Ensure that quality of every job printed by performing all established quality control procedures.
- Responsible for the proper labeling of all production according to established procedures.
- Work with programming staff as required providing assistance with printer set-up for testing.
- Perform all required preventive maintenance on the computer and printing equipment according to established procedures.

JOB REQUIREMENTS:

- Computer literate
- Detail oriented
- Team player with good interpersonal skills
- Able to work independently as required
- Good math skills
- Able to lift 40-50 pounds