



**Job Title:** Envelope Converter Operator

**Fair Labor Standard Act Status:** Non-Exempt

**Salary:** \$17 - \$19 hourly D.O.E. + Benefits

**Location:** Phoenix, AZ

**Summary:**

Do you want to be a part of a truly impactful company? Runbeck Election Services is one of the fastest-growing election technology companies, and we are looking for experienced Envelope Converter Operator for our team. Runbeck is focused on creating the best and most secure software solutions for our customers nationwide. We offer a flexible to work onsite/remote, a robust benefits package, and an unbeatable culture that has made us a Best Workplace in the Americas five years running. If you have the required skillset and want to be a part of our disciplined and innovative team along with joining our mission of Defending Democracy®, then we would like to talk to you!

The focus of the Envelope Converter Operator is to produce high quality, detailed work based on established guidelines and procedures; precision is a must with consistent output. The ideal candidate for this position will be detail-oriented and reliable. The Envelope Converter Operator position requires patience and willingness to handle and complete task on time.

**Responsibilities:**

- Meet with supervisor daily for schedule, job progress, tasks
- Document counts of product and times that job is produced into the shop floor data system
- Identify accurate material for jobs and set up machines per instructions on job ticket
- Run machinery to exact specifications and monitor the quality of the finished product
- Document items used for each job (i.e., boxes, paper, etc.)
- Maintain the inventory of supplies needed
- Box, document and label product per shipping requirements
- Maintain the flow of job and work with other departments to meet scheduling demands
- Maintain equipment including scheduling with service vendors to perform maintenance
- Operate forklift and/or pallet jack while following safety requirements
- Fill in for or support Production Manager as needed
- Keep work areas clean
- Directing 1-2 temporary employees during certain job cycles

**Join the Runbeck Team today! Inquire at [Jobs@Runbeck.net](mailto:Jobs@Runbeck.net)**

**Runbeck Election Services**

**2800 S. 36<sup>th</sup> Street, Phoenix, AZ 85034 :: 602-230-0510 :: [Runbeck.net](http://Runbeck.net)**

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### **Key Requirements:**

- Read and interpret documents in English such as job tickets, safety rules, operating and maintenance instructions and procedure manuals
- Write routine reports and correspondence in English
- Speak in English effectively with co-workers.
- Accurate and well-rounded mathematical skills
- Solve practical problems and deal effectively with unforeseen issues
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Frequently stooping, kneeling and bending
- Standing for 8-12 hours per shift
- During certain job cycles, this position requires overtime and weekends

### **Experience/Education:**

- High school diploma or general education degree (GED)
- Minimum of 2 years working in a production facility preferable on envelope making equipment
- Must be willing to cross train in other departments as directed by company

### **Benefits:**

We are proud to offer a robust benefits package for our rockstar team of election heroes:

- Major Medical Insurance
- Dental Insurance
- Vision Insurance
- Basic and Voluntary Life Insurance benefit
- Short- and Long-Term Disability Insurance
- Accident Insurance
- Critical Illness Insurance
- Employee Assistance Program (EAP)
- IDShield
- Pet Insurance
- 401K Matching
- Tuition Reimbursement

### **Work Authorization:**

- Must be authorized to work in the US for any employer

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