



Job Title: Bindery Operator

Fair Labor Standard Act Status: Non-Exempt

Salary: \$15 - \$19 hourly D.O.E. + Benefits

About Us:

Runbeck Election Services successfully innovates the process of producing elections for jurisdictions nationwide. We've expanded from producing local counties' elections to delivering customized election solutions for over 70 million voters nationwide. Embodying the spirit of "what is possible", Runbeck develops advanced equipment, software and production methods. Our processes use the latest technologies and draw from nearly five decades of expertise. Operations are completed at our state-of-the-art, environmentally friendly, secure facility designed specifically for producing election materials. Runbeck is America's Election Partner®.

Summary:

The focus of the Binder 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 Bindery Operator position requires patience and willingness to handle and complete task on time.

Responsibilities:

- Meet with supervisor daily for schedule, job progress, tasks
- Read job tickets and properly document counts of product and times that job was produced into the shop floor data system
- Find accurate material for each job and set up machines per instructions on relevant job ticket
- Run machinery to exact specifications and monitor quality of finished product including getting proper management signatures for each job
- 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 flow of job per job ticket specifications and work with other departments to meet scheduling demands
- Maintain equipment; this includes calling service vendors to perform maintenance as needed
- Operate forklift and/or pallet jack while following safety requirements
- Fill in for or support Production Manager as needed
- Keep area clean and free of debris
- Directing 2-10 temporary employees during certain job cycles

Join the Runbeck Team today! Inquire at Jobs@Runbeck.net

Runbeck Election Services

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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 before groups of workers.
- Add and subtract two-digit numbers and to multiply and divide with 10's and 100's
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- 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, or bending over
- Standing for 8-12 hours per shift

Experience/Education:

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

Additional Information:

We are proud to offer a robust benefits package well-suited to 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.
- Minimum age requirement – 18 years old

Please apply at the [Runbeck Job Board](#)

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