



Job Title: Mailroom 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 Mailroom Operator is to produce high quality, detailed work based on established guidelines and procedures. This position requires patience and willingness to complete tasks on time. The ideal candidate for the Mailroom Operator role will be an individual who is dedicated to our mission, driven to achieve goals and committed to a team environment.

Responsibilities:

- Document counts of product and times that job was produced
- Set up machines per instructions on relevant job ticket
- Run machinery to exact specifications and monitor quality of finished product
- Multi-task between different computer systems while operating machine
- Maintain the inventory of supplies in addition to machine maintenance
- Maintain flow of job per job ticket specifications
- Collaborate with other departments to meet scheduling demands
- Operate forklift and/or pallet jack
- Keep area clean and free of debris

Key Requirements:

- Read and interpret documents in English
- Write routine reports and correspondence in English
- Speak effectively before groups of workers in English
- Add and subtract two-digit numbers and to multiply and divide with 10s and 100s
- Frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds
- Frequently stooping, kneeling and bending over
- Standing for 8-12 hours per shift

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

Runbeck Election Services

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Additional Information:

- The Mailroom Operator position requires you to fulfill supervisory responsibilities occasionally. During certain job cycles, there will be 2 to 10 temporary workers to supervise in accordance with the Runbeck's policies and applicable laws. Responsibilities include but are not limited to training, assigning/directing work, appraising performance, addressing complaints and resolving problems.
- 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

Experience/Education:

- High school diploma or general education degree (GED)
- Production facility experience preferred. Mail sorter machine experience is a plus.

Work Authorization:

- Must be authorized to work in the US for any employer
- Minimum age requirement – 18 years old

Please send resumes to jobs@runbeck.net

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