



JOB DESCRIPTION

Job Title: Inkjet/Mailing Lead
Facility: Brooklyn Park
Department: Mailing Services
Reports to: Mailing Services Manager

SUMMARY

Provide leadership throughout Mailing Services while supporting production, scheduling and offering technical assistance. Works to achieve efficient, cost-effective and safe operation while producing quality products.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Responsible for scheduling of daily production as discussed with department manager.
- Analyzes processes & procedures for purposes of streamlining workflow.
- Cross trains new and current staff to ensure there is coverage for all equipment and programs.
- Maintains quality standards, assure understanding and compliance with SOP's and resolves issues that need addressing.
- Communicates production schedule with the next shift supervisor and reviews what is expected to be accomplished.
- Records hourly production in run speeds program to ascertain if production standards are being met; assists operator with improving run speed throughput with/without tech. If run speed standard cannot be achieved, documents what factor is affecting the run speed standard from being met. Records 6s score, quality issues and informs manager of "Good Catch" to determine if it is warranted to add to the employees tracking record.
- Works with Tech's in insuring 6s is maintained and audited.
- Resolves problems that arise on the job, recommend new or enhancements to procedures so old problems do not reoccur.
- Supervises staff's and ensures process & procedures are followed.
- Recommends action for employees not meeting their goals (run speed, 6s, quality, good catch), i.e., further training, reverse operator level rank, dismissal.
- Issues written and oral instructions and follows up to ensure follow through occurred.
- Prepares Track-it's for repairs for equipment.
- Cooperates with others to achieve company and department goals.
- Works hours needed to ensure that jobs are completed on time.
- Follows instructions accurately.
- Preserves important production, business, and records.
- Adheres to company rules and observes all safety regulations.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma.
- 5s, Lean, Six Sigma, or equivalent training helpful.
- 3-5 years' experience in a supervisor roll in a commercial direct mail company.
- Proficient in use of Microsoft products such as Excel, Word, Outlook, etc.
- Excellent math and reading and highly organized.
- Excellent written and oral communication.

PHYSICAL REQUIREMENTS

- Constant working on a computer.
- Frequent walking, standing, sitting, and operating mechanical equipment.
- Occasional lifting 20+lbs, pulling, pushing, bending, kneeling, stooping, and climbing stairs and ladders.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)