



Position: Production Machine Operator
Reports to: Production Supervisor
Shift: Day shift Monday-Friday
Location: Kansas City, MO

OUR CULTURE

We move to the beat of a different drum. Our core values aren't just words on a piece of paper but something we strive to live out every day. We make a difference in the lives of our employees, their families, and our communities. We accomplish this by using our time, talents and resources. Each of our locations support local charities and we offer the opportunity to participate in international mission trips.

We are committed to our culture. We rally behind our core values and we deliver a positive experience to our customers. We celebrate our employee's success and encourage our team members to bring their insights and recommendations to the table. Are you ready to discover your true potential? Are you ready to join the Lineage family?

POSITION SUMMARY:

Production Inserter Operator position in our Lettershop department is responsible for accurate mail production. Hours may vary based on mail volume or at management discretion. Overtime is expected when needed. The person filling this position will primarily function as an inserter operator but will be asked to perform other duties when needed.

DUTIES AND RESPONSIBILITIES:

- Operate inserting and folding equipment on a daily basis
- Follow all operational and quality procedures
- Assist in other areas of production as needed
- Conveys materials to or from storage or machines using handjack, electric forklift or other devices
- Load and unload materials on/off pallets, racks, and shelves by hand
- General clean up and organization around the production area.
- Live out Lineage core values of Integrity, Growth, Family Culture, Pursuit of Excellence, and Compassion in all aspects of the job.
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent
- Fast learner and self-motivated
- Be able to work effectively without supervision
- Must be able to read and comprehend a work order/job ticket
- Strong verbal/written communication skills
- Basic math skills

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- This position is in a warehouse environment
- Standard & specialized office equipment is used (such as computers, phones, copier, mail machine, folder inserter, printers, sorters, etc.) as well as tool use (screw driver, clamps, drills, pliers, wrenches, etc.)
- This is an active position that requires ability to be on feet for 8-10 hours a day
- This position would require some lifting/carrying (up to 20lbs)
- Filing, bending, standing, reaching with hands/arms, using tools, etc. as necessary
- While performing the duties of this position, the employee is required to speak and hear

TRAVEL:

- This position requires little to no travel.

BENEFITS:

Lineage Offers full time employees with the following benefit options:

- Medical, Dental, Vision Insurance
- Life, Disability, and Voluntary coverages
- 401k and 401k discretionary employer contributions
- Paid Time Off
- Paid Holidays
- Bonus Programs

Please apply by sending your resume to LineageKSjobs@trustlineage.com

Lineage is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, race, color, sex, religion, national origin, disability, sexual orientation, gender identity or expression, pregnancy status, marital status, military or veteran status, genetic disposition or any other reason protected by law.