

## **Digital Press Operator**

Content Critical Solutions, Inc

Are you an experienced Digital Press Operator looking for a new long-term opportunity? We have an exciting opening for a Digital Press Operator at CCS in Fort Lauderdale, FL.

Second (4pm-12am) and Third Shift (12:00am-8:00am) Available. Monday-Friday with overtime as needed

### **Press Duties:**

- Set up, adjust, operate, and maintain single or multi-color digital presses
- Perform all maintenance and quality control processes to ensure proper output.
- Make necessary color corrections and/or press adjustments prior to production run to meet and maintain the quality specifications of the work
- Reporting discrepancies on job information and defects in material or completed print to supervisor.
- Understanding of color management (CMYK, RGB, etc.)
- Identify paper stocks and work in a fast pace environment

### **Requirements:**

A minimum of six months experience in a Digital print manufacturing environment operating Canon/OCE equipment or equivalent. Ability to work overtime as needed and work independently.

\*High School Diploma or GED

\*Previous machine operation experience preferred

\*Excellent communication skills

\*Maintain a safe work environment

\*Strong attendance

\*Ability to lift 50lbs.

\*Ability to meet client pre-screening requirements

CCS offers great benefits such as:

\*401k retirement plans

\*Medical, dental/vision and life plans

\*Paid holidays

Our company is a leader in providing transactional print and mail for major corporations. If you are ready to be part of a winning team working for dynamic people and a team-oriented environment, please send your resume.

## **Insertor Operator**

Content Critical Solutions, Inc

Mail House and digital printer is looking for Insertor Operators.

Second (4pm-12am) and Third Shift (12:00am-8:00am) Available. Monday-Friday with overtime as needed

Job Description:

- Operates various inserting equipment
- Inserts address tags into mail sacks, tubs or trays used for bulk mailing of ID Cards, kits, subscription magazines and catalogs
- Keeps work area in order and staged with product
- Sets up and runs inserters
- Performs quality control during each mailing to ensure product meet USPS requirements
- Reads postal statement and sorts mail accordingly
- Maintains equipment and identify repairs if needed

Requirements:

- Mechanical ability
- Experienced machine operator
- Able to work extended hours and weekends
- Good organizational skills

We are proud to offer:

- Excellent and competitive benefits package including: Medical, dental, life insurance
- 401(k)
- Generous vacation accrual schedules
- Holidays

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Key words: Ibis, Horizon, stitcher, fulfillment, Insert, transactional, perfect binder, polybag, CMC, saddlestitch, booklet, printing, handwork, pick and pack, saddle, PB, BQ, Pitney Bowes, Gunther, Bell and Howell, Kearne, Duplo, Stapler, MBO, indigo, USPS, UPS, warehouse, envelope, finishing

## **Mail Sorter**

Content Critical Solutions, Inc

Second (4pm-12am) and Third Shift (12:00am-8:00am) Available. Monday-Friday with overtime as needed

The inserting machine sorter position is responsible for:

- Sort outgoing mail off output stackers of inserters by utilizing USPS mail sorting reports that accompany the jobs.
- Verify that USPS paperwork match current job being worked on.
- While sorting mail also perform constant quality control checks to ensure that all envelopes have name and address showing in window, proper seal to ensure total closure of envelopes and verify proper meter rate, permit and type of mail is correctly being used from instructions on job work order.
- Assist in the verification of the machine set-up of all job applications (both cut-sheet and roll-fed) ensuring correct envelopes are being used.
- Assist in verification of material samples to be utilized in the control envelopes to be sure they match material to be inserted.
- Continuously check all components of the job while the machine is running.
- Assist in maintain an organized work area by cleaning machine area and clearing work materials prior to starting next job.
- Responsible for the sleeving of mailtrays.

High School diploma or Equivalent Required.

Minimum 2 years' experience with the proper sorting and traying of mail.

Must be flexible to work weekends and holidays.

Must be able to stand for extended periods of time and lift up to 30 lbs throughout your shift.

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# Receiving Clerk

## Job Description

We are actively seeking a Receiving Clerk for our Ft. Lauderdale, FL Office. In this role, you will be responsible for performing the physical and/or administrative tasks involved in the shipping, receiving, storing, and distributing of materials, part, and supplies. You will unpack and check goods received against purchase orders or invoices, and ensure materials are logged into the inventory system, delivered to inventory, packaged according to specification, and shipped.

You will identify and troubleshoot problems that occur within the shipping and receiving environment and suggest ways to improve the process. You will report discrepancies to management and resolve them when able.

### Primary responsibilities:

- Receives shipments from various carriers verifying piece counts with supporting documentation.
- Sorts, counts and tracks shipments by entering and monitoring our Warehouse Management System (WMS). RF Units are utilized to accurately track material in WMS by scanning the appropriate bar code labels.
- Processes production orders within specified SLA requirements.
- Performs daily, weekly and monthly inventory audits ensuring material is maintained in an organized and safe manner.
- Interacts with internal customers ensuring all material / commodity requests are processed in an accurate and efficient manner.
- Operates various types of Powered Equipment to transport and locate material, (Power Jacks, Forklifts, Reach Trucks, and Order Pickers).
- Stage work in staging area and return carts to Print Room. • Distribute commodities and work to or from machines.
- You will help manage overall floor inventory and ensure cleanliness of Commodities area.
- You will monitor work in progress and on-deck at machines to balance workload from Print based on must-mail requirements.
- Perform thorough quality control checks prior to delivering the material and commodities to the machines in order to ensure 100% accuracy.

### Skill Sets Required:

- Demonstrated aptitude to functioning in a fast-paced environment
- Demonstrated skill working in a team environment with various personality types to get the work done. Ability to relate well, build consensus and show respect and consideration for others.
- The ability to transport material from one place to another and to carry up to 50 pounds is required.
- Ability to work flexible hours/schedule.
- Maintain professional appearance and adhere to the dress code.

**Qualifications:**

- High School diploma or equivalent education and experience required.
- Knowledge of a warehouse environment.
- Ability to operate a PC and be literate in using application software such as Windows, Outlook, Excel, and Word.
- Strong communication and organizational skills; thorough and attentive to details; able to prioritize and multitask and recognize the importance of deadlines.