

International Packaging, Inc.

Job Description: Folder Operator 1st, 2nd and 3rd Shift

Folder Operator/Bindery Operator	
Role and Responsibilities	Folder/Bindery Operator has experience with running and maintaining a folder. Able to trouble shoot simple mechanical issues. Must possess the ability to develop improvements and work towards project goals. IPI values team member contributions towards making the company more efficient and a better work environment.
Responsibilities/Duties/Functions/Tasks	<p><i>Key responsibilities include:</i></p> <ul style="list-style-type: none">• Responsible to operate folding equipment that includes Buckle folders, Knife Folders, Pharma folders, stitcher/trimmers, wafer sealing and paper cutters.• Ensures safety, quality, production, and customer satisfaction goals are met.• Initiates and supports all processes and ensures compliance with company SQF 9.0 and other company certifications.
Qualifications and Education Requirements	<ul style="list-style-type: none">• Experience running bindery equipment• Technical and problem solving skills.• Must be quality conscious and customer oriented.
Special Position Requirements:	<ul style="list-style-type: none">• 1st, 2nd and 3rd shift positions available – some overtime will be required.
Physical Requirements:	<ul style="list-style-type: none">• Manual dexterity sufficient to operate folding equipment and conduct inspections of materials.• Physical ability to do work requiring movement between racking, machines and other manufacturing areas.• Physical strength to lift and carry 25 pounds frequently.