

## **The Team**

APC Direct provides every solution you could need from a full-service lead generation specialist. Our goal is to help you reach your target audience more effectively, more profitably. By employing a unique, five-pronged approach that covers each step of the process, we're in a great position to deliver the quality return you're looking for from your marketing strategy. APC Direct provides list purchasing, data management, data processing solutions, creative development, in-house mail services and digital mail enhancements.

## **The Job**

The Production Associate is responsible for operating production equipment while ensuring production goals are achieved. This position starts, operates, tends to, stops, and cleans machines. The Production Associate assembles finished mail product and inspects product to ensure high quality work.

## **The Daily**

- Assist with production line in warehouse
- Clean production area; sweep, mop, and remove debris
- Load and unload items from machines, carts, and dollies
- Feed or place items onto equipment for processing
- Lubricate equipment
- Ensure conformance to specifications
- Pull damaged or ineffective equipment off the line
- Mark parts for identification
- Measure length of extruded article
- Place equipment on conveyor belt for further processing
- Remove product and machine attachments
- Read and interpret gauges
- Record data
- Load and unload processing equipment
- Ship finished products
- Other duties as assigned

## **The Perks**

- The chance to work with a great team that is passionate about the same thing you are
- Paid on-the-job training
- The opportunity for advancement within the Company
- Competitive salary with bonus potential
- Medical, dental, vision, short and long-term disability, and life insurance
- Matching 401(k)
- Flexible schedules
- Paid vacation, personal and sick time within the first year

**Job Title:** Production Associate

**FSLA Classification:** Non-exempt

**Reports To:** Production Supervisor

**Date Created/Revised:** April 2021

**Education & Experience:**

- High school diploma or equivalent
- Basic knowledge of computers required
- One plus year of Direct Mail experience preferred
- Familiarity with postal regulations regarding physical preparation of mailings is a plus
- Ability to analyze the root cause of production issues and develop corrective actions

**Competencies:**

- Must possess effective oral communication skills to communicate with co-workers and supervisors
- Ability to read instructions and then follow to complete assigned tasks

**Work Environment:**

The work environment consists of exposure to physical conditions typical of a normal manufacturing environment.

**Physical Demands:**

While performing the duties of a Production Associate, the employee is regularly required to stand for long periods of time during every shift. The employee is frequently required to walk. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.

**Travel Required:**

There is no travel required in this position.

**Affirmative Action/EEO Statement:**

Automotive Product Consultants is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. APC makes hiring decisions based solely on qualifications, merit, and business needs at the time.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**This job description has been approved by:**

**Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Employee signature indicates the employee's understanding of the requirements, essential functions and duties of the position.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_