



BINDERY/MAILING/SHIPPING ASSOCIATE

**Independent work setting, team- and family-focused company,
competitive salary and benefits package**

You are: A self-starter with an eye for detail; a positive colleague with top-notch organizational and communication skills.

We are: A fourth generation commercial printer located just outside Madison, WI, producing work for customers of all sizes, from independent local businesses to global biotech leaders. We blend leading edge technology with expert craftsmanship to bring our customers' designs to life.

Position Overview

This role provides support in our bindery/finishing department, primarily for projects which require preparation for bulk mailing or shipping. The ideal candidate will have a basic understanding of mailing equipment, postal requirements, and shipping with major carriers as well as freight. Print industry experience preferred, but *we will train motivated candidates*. Daily responsibilities include:

- Ensure product meets the highest quality standards
- Work in a team to plan, lay out, and meet production and schedule requirements
- Correctly put forms in a pocket, jog forms accurately, and keep up with speed of the machine
- Accurately sort mail, read tray tags, package per postage requirements, and wrap skids
- Utilize mail prep software (Postal One, Bulk Mailer, Excel)
- Coordinate shipping using FedEx, UPS, USPS, or freight carriers

Requirements

- Ability to work independently and to meet departmental deadlines
- Ability to identify opportunities for procedural, personal, and team improvement
- Ability to lift up to 50 pounds
- Ability to stand for up to 8 hours per day
- Excellent communication skills to effectively interact with team members
- A positive attitude in a fast-paced work environment
- Ability to work overtime when necessary to meet our customer needs
- Desire to support and promote a safe, pleasant and professional work environment

About Park Printing Solutions

Park Printing Solutions is a digital, conventional, and large-format print and fulfillment house providing buyers with a one-stop solution. The strength of our work has always been in identifying our customers' unique needs and exceeding expectations. Every project gets personalized attention, from planning to production to packing and shipping. For more information, visit: parkprinting.com.

Reports to: VP of Operations

Job Type: Full-time, Hourly (Mon-Fri, 8am – 4pm)

Compensation: \$18/hour (Salary would be considered for individuals with experience; complete benefits package included)

Interested candidates should email resume to:

Kerri Ruhland, Vice President of Operations, at kerri.ruhland@parkprinting.com