

MeadWestvaco

September 16, 2011

NOTICE

There is **One** opening for a Large Sheet Collator Crew in Dept. 165.
This opening is primarily **Third** shift with usual days off of Saturday and Sunday.

The pay group is Code 3.

NOTE: This is a temporary position filling in for an employee who is on medical leave. When the employee returns to this position, the employee awarded this temporary position will return to his/her original job in accordance with Section 15-04 of the Collective Bargaining Agreement. If the employee on medical leave does not return to this position, the employee filling this will remain in this classification.

ESSENTIAL FUNCTIONS:

1. Responsible to meet and maintain all established production, quality and safety standards.
2. Assist in set up and operation of Collator.
3. Ability to lift signatures and load pockets at a continual and rapid rate.
4. Performs minor machine repairs, preventive maintenance, area clean up and recycling.
5. Completion of production and reporting forms.
6. Must be able to read and understand manufacturing orders and routings.
7. Possess the ability to operate various equipment, including taping machine and bander.
8. Work with the operator as needed in all areas of machine during set up or breakdown, helping to insure smooth flow, efficient set ups and to minimize downtime.
9. Ability to understand and perform quality process checks, including in process audits and process qualifications.
10. Ability to provide manufacturing data as required.
11. Other duties as required.

QUALIFICATIONS:

1. Evidence of mechanical ability.
2. Good math skills.
3. Evidence of excellent attendance.
4. Evidence of ability to lift signatures-weight TBD.
5. Evidence of good working relationship with other employees.
6. Must be team oriented, quality and safety conscious.

MeadWestvaco is an Equal Opportunity Employer
Please sign attached.