



Mail Insertion Machine Operator

InvestorCOM is a leader in providing financial technology and outsourcing services to Canada's largest banks, asset managers, insurance companies and investment dealers. Our innovative FinTech solutions help our clients meet their growing investor communications, regulatory and compliance obligations. InvestorCOM has locations in Toronto and Brantford, Canada and serves over 50 enterprise clients.

Have you ever considered a career in PRINT?

This is not your typical copy centre. We are very proud of our state of the art large-scale print equipment and expert team of Operators who treat this like an art. As a Company, we are in growth-mode and are looking to add members to our team who are willing to learn a new trade and help us continue to expedite the business requests of our clients.

Excellent position and great place to work!

- We're 100% Canadian
- Our long-standing success in providing outsourcing services to Canada's major chartered banks has provided steady growth that continues year over year
- We've been recognized as an award-winning company: Employee Recommended Workplace 2018; Canada's Top Small & Medium Employer 2018; and Hamilton-Niagara Top Employer 2018 & 2019
- This position is trade related and can lead to many opportunities
- We have a great culture and progressive mindset that will open career advancement and a fun place to work
- As a medium size company, we can create a culture of opportunities and satisfying careers

What exactly does an Inserter do?

Our print operators process hundreds of print jobs in a day and operate both black and white and colour printers. Many of those print jobs need to be inserted into envelopes and sent out to customers directly.

The **Mail Insertion Machine Operator** works independently and operates our Phillipsburg Mailstar 775 or our Pitney Bowes Rival automated mail inserter. When jobs come in from the print room our Inserter performs all operator-specific adjustments required like daily maintenance, size switch-overs and set-ups for the job. He or she is also responsible for organizing and scheduling preventative maintenance for the machine and managing inventory needed to complete recurring insertions.



Some of the duties of the **Mail Insertion Machine Operator** are as follows; helps with run reconciliation, set-ups, feeding inserts & envelopes, taking completed material off exit conveyors and replenishing required materials when necessary.

What kind of experience do we look for?

Previous experience on automated inserting equipment is an asset but we are prepared to train the right person. There are a few basic things you would need to be considered:

- Experience operating machinery/production equipment independently with a safe and accurate record
- Mechanically-inclined
- Basic Microsoft Office capabilities (Word, Excel, Outlook)
- Experience in a busy production environment (warehouse, fulfillment, equipment)
- A hands-on job in a team environment where quality was key to what you were doing
- High School diploma at a minimum
- Experience in a service-related field where you understand customer requirements and requests

What does it take?

We look for team members who have an eye for quality. To us, this requires strict attention to detail. We need individuals who are fast and have experience multi-tasking, are reliable and capable of working completely independently. A mechanically-inclined individual who is not afraid to roll your sleeves up and loves repetitive work with a defined beginning and end is who we are looking for.

Because paper is heavy, and our equipment is large we need individuals who can lift up to 25lbs, stand for long periods of time and are happy working shifts.

What's in it for you?

At InvestorCOM, we define our success by what we help others achieve. We were created to support our clients and, through our products, services and solutions, protect and strengthen their brands. We care about each other, reaching our potential, making a difference to our communities, and achieving success that is mutual.

- A comprehensive Total Rewards Program including company profit sharing, benefits and competitive compensation
- Leaders who support your development through coaching and managing opportunities
- Work in a dynamic, collaborative and high-performing team
- Opportunities to take on progressively greater accountability



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