



Valassis, industry leader in direct mail marketing and advertising is currently seeking motivated team players to join our Manufacturing Team in the Aurora, CO area

# Job Fair Friday, January 27, 2017

Valassis Direct Mail Inc./Denver

14401 E. 33<sup>rd</sup> Place Suite F

Aurora, CO, 80011

**9:00 AM to 11:00 AM**

**NOW HIRING !!! Full Time Positions**

**Production Schedule: Wednesday through Saturday \*\* Some Sundays required.**

**Day Shift Schedule: Wednesdays: 9:30 am – 5:00 pm; Thursday thru Saturday – 5:30am – 5:00 pm.\***

**Night Shift Schedule: Wednesday – Saturday 5:00p.m. to 3:30 a.m. \* \* Typical work schedule, some overtime and some Sundays required.**

**We offer .75¢ Shift Differential for all night shifts positions**

## **Current Openings Available:**

### **Production Technician 1 – (1<sup>st</sup> and 2<sup>nd</sup> Shift Available) Starting Wage \$12.00**

Responsible for the safe and efficient operation of assigned equipment. Create bundles of proper size. Safely and properly strap and bag materials with proper mail identification addresses. Must recognize different parts of the printed address label. Must recognize carrier route breaks on finished bundles. Check product to insure versions and quantities are correct. Assure finished goods are properly assembled and instruct material handles to move product to finish location. Clean and maintain machine area. Use proper lifting technique when lifting or moving bundles Responsible for quality, output and production goals.

**Qualifications:** Ability to understand production, quality, and safety procedures and communicate those standards to crew while safely managing machine; Mathematical skills and able to accurately complete daily machine reports; Ability to handle materials 10 – 20 pounds on a continuous basis, and up to 40 lbs. occasionally; Good written and verbal communication skills; English preferred. Make minor machine repairs and adjustment to insure safety, and maintenance procedures are followed.

### **Production Technician 2 – (2<sup>nd</sup> Shift) Starting Wage \$13.00**

Responsible for machine operation and crew in a light industrial setting. Must manage machine team to insure proper and safe operation of assigned equipment. Responsible for quality, output and meeting production goals. Additionally fulfills the job duties of a production technician 1 as required. Strong knowledge and understanding of machine components and manufacturing operation. Performs Basic Maintenance on machine. Demonstrates basic understanding of computers and keyboard functions. Advanced troubleshooting skills for pocket issues such as doubles, misfeeds and jams. Able to resolve machine productivity and product quality problems without assistance. Demonstrates basic mathematical skills by calculating labor hours per thousand and machine uptime. Performs quality checks using work order and other reports. Demonstrates working knowledge of all operating functional groups (strapper, material handler, operator, and feeder). Demonstrates effective written and verbal (English preferred) communication skills as a trainer for new hires and temporary associates. Provides effective feedback to crew member(s) utilizing listening and verbal/non-verbal skills. Communicates with management via e-mail or other computer based methods. Performs safety audits. Correcting and documenting any safety behavior issues with team members. Reporting and/or correcting machine safety issues. Adhering to housekeeping standards.

**Qualifications:** Able to lead production crews to meet or exceed company standards for production on the machine (s) assigned. Must have experience with continuous improvement projects and required making decisions on their own and explaining the decision and its advantages. Listens to team member's questions, concerns, and objections to the decision and overrides objections, if necessary. Properly trains team to run the machine, strap, feed, etc., coordinates their work, resolves conflicts and motivates team to achieve superior performance. Plans and organizes daily workforce. Ability to understand production, quality, and safety procedures and communicate those standards to crew while safely managing machine; Mathematical skills and able to accurately complete daily machine reports; Ability to handle materials 10 – 20 pounds on a continuous basis, and up to 40 lbs. occasionally;



Good written and verbal communication skills; English preferred. Make minor machine repairs and adjustment to insure safety, and maintenance procedures are followed.

### **Logistics Technician 1 – Starting Wage \$14.00**

#### **Position Description:**

Responsible for the safe and efficient operation of powered industrial trucks, unloading trucks on the receiving dock, moving materials to and from the production area and cleanliness of the warehouse. Properly and safely operate forklifts and ride on powered industrial trucks moving material within and from the warehouse to the production area and returning finished products to the shipping area. Work closely with machine leads and site supervision to manage raw materials to insure continuous production of finished products. Operate a pallet jack or forklift and complete forklift safety training and certification requirements. Read Pick Lists/Line Driver Report and support production machine changeovers. Unload trucks with raw materials and Load recycling material on trucks in a safe, timely and cost effective manner. Move all materials within production and locate copy. Remove pallet, strapping and packing materials and move recycle materials to recycle area. Maintain facility EH&S and good housekeeping standards as needed.

**Qualifications:** High School Diploma preferred. Safety Certification for power industrial trucks preferred. Excellent awareness of safety practices. Be able to lift 30 - 50 pounds on a routine basis. Good written and verbal communication skills. Special Licenses: Powered industrial trucks preferred.

### **Shift Production Supervisor - Second Shift**

As Shift Supervisor, you will lead the motivation and coaching of a team of hourly production associates; administer and maintain company policies and guidelines; support daily operations and goals and produce production documentation and reports. This is an exempt position reporting to the Production Manager.

**Qualifications:** Two years supervisory experience in a high paced production environment preferred. Associates Degree in Business or equivalent combination of education and experience. Proficient with tools including forecasting, data analysis, work cell organization, goal setting, lean manufacturing, 5S, summarizing and reporting results. Supports diversity and inclusion in the workplace. Educates others and builds a diverse workforce. Promotes supports and participates in diversity programs. Ability to establish and maintain high performing work groups. Ability to work extended hours, weekends, and occasional holidays (weekends are part of the normal work schedule). Bilingual English/Spanish a plus. Proficient with MS Office (Word, Excel).

**For more information about these positions, please visit: [www.valassis.com](http://www.valassis.com)**

**Valassis offers competitive wages and benefit package to include: Medical, Dental, Vision, 401K, 75¢ Shift Premium for night shifts.**

If interested, please apply online at: <http://www.valassis.com/about-us/careers>

Select: Job Opportunities

Select: State then click on view jobs

Select: the position for which you are applying then click "APPLY"

All new hires are required to pass a pre-employment background check and drug screen.

Valassis is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, non-disqualifying physical or mental disability, national origin, or protected veteran status.