Listing Info

- **Job Number:** 3550082
- **Date Posted:** 01/08/2018
- **Job Title:** ENVELOPE MACHINE ADJUSTER
- **Job Classification:** Industrial Machinery Mechanics
- **Work Site:** COLUMBIANA, OH
- **Employment Type:** Full-Time
- **Close Date:** 03/02/2018

**Employer Name:** Envelope 1, Inc.

**Job Title:** ENVELOPE MACHINE ADJUSTER

**Job Description:**

The Machine Operator's role is to monitor high speed converting equipment to produce custom envelopes for large businesses.

The Machine Adjuster's role is to operator, set, and adjust envelope manufacturing machines to produce finished envelopes. Sets up, adjusts, and maintains machines that make envelopes from die-cut blanks or rolls of paper. Installs gears, plungers, and rollers onto machine and turns setscrews to adjust feeding, folding, gumming, sealing applying mechanisms according ordering. Strong mechanical aptitude and trouble-shooting ability, use of hand tools. Ability to lift/move in a safe manner. Ability to move hands with skill and coordination. Ability to stand, bend, twist, stoop, push, or pull for 8+ hour shift. Ability to communicate, interact and work effectively and cooperatively with others. Strong attention to detail and observation. Will train.

Full Time Monday through Friday All Shifts including 12 hour 7-7 shifts

Wages: $10.00 per hour and up based on experience. Benefits include health insurance and retirement plan.

To apply: Mail resume to: 41969 State Route 344 Columbiana, Ohio 44408 or apply in person at same address.

**Education Level:** ATTAINED CERTIFICATE OF EQUIVALENCY FOR A HS DEGREE

- **Work Days:** Sun Mon Tues Wed Thur Fri Sat
- **Work Shifts:** 1st 2nd 3rd Rotating Split

**Contact Information**

- **Apply in Person at:** 41969 State Route 344 COLUMBIANA OH 44408
- **Contact Name:** Vicki
- **Fax Resume to:** (330)482-9413
- **E-mail Resume to:** vicki.barton@envelope1.com