



Job Title: General Production Associate  
Department: Production  
Reports to: Production Manager  
FLSA: Non Exempt

Compensation: \$17.50  
Employment Type: Full-Time

Carousel Checks is committed to providing the highest quality products possible. Our catalog of check designs is second to none, and we are continually trying to design new concepts to ensure there's something to fit each customer's own unique personality. Not only do we offer a wide variety of products, but we innovate ways for customers to purchase and customize the items themselves.

We strive to make the best possible products on the market, and in order to achieve this we also need the highest quality employees on our team. We seek extremely talented, hard-working individuals who perform well in a team environment.

**Responsibilities:**

- Maintain standing for 8 hours and handle repetitive work flow. (hand motion, twisting, sorting, reaching)
- Operate mailing and packaging equipment
- Operate bindery equipment including stitchers, paper drills, and folders.
- Ensure the completion of jobs meeting quality and quantity requirements.
- Maintains quality results by adhering to standards.
- Controls costs by conserving use of equipment and supplies.
- Maintains safe and healthy work environment by following organization standards and legal regulations.
- Other duties as assigned.
- Ability to perform in a fast-paced work environment
- Attention to detail a plus

**Requirements:**

- High School education or equivalent minimum, college or professional experience preferred.
- High level of computer literacy with working knowledge of MS Excel, Word, and various prepress
- 1-3 years of assembly line experience required
- Must be adaptable to process and workflow changes
- Must be a self-starter and able to work independently as well as in a team environment.
- Able to lift up to 50 pounds, reaching, bending, walking, standing, stooping, pulling and pushing with or without reasonable accommodations.
- Standing, walking, bending, lifting, and overhead/lateral reaching.
- Repetitive hand and wrist motion skills (pinch, grip, flex) performed 100% of the time.
- Average or better eyesight and color recognition
- Knowledge of printing industry preferred.
- Good time management and organizational skills.
- Handle wide variety of tasks while maintaining a high performance standard in a fast-paced work environment
- Ability to maintain focus and stay on task at all times
- Overtime as assigned

**Benefits:**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and an extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

It is the policy of the Company to maintain a drug and alcohol free workplace; the Company reserves the right to randomly request an employee to be tested for the use of alcohol and/or controlled substances.