



JOB DESCRIPTION

Job Title: Press Assistant Helper

Position Summary: Operates the robot delivery end of the press unit and assist in operational functions by performing the following duties.

Key Duties / Responsibilities:

(Essential duties are identified by asterisks. Please add percentage of time spent on duties/responsibility.)

- Maintains proper market identification, checking mastheads, skid tickets and layouts.
- Maintains proper counts throughout the press runs.
- Operates and maintains the robotic equipment.
- Stacks signatures and maintains overall quality of skids.
- Identifies and reports any noticeable print defects to the Head Press Operator, Press Operator, or Supervisor.
- Coordinates paper waste removal in the pressroom.
- Completes all work assignments during press downtime situations.
- Keeps presses stocked with needed supplies.
- Assists with the removal of press side garbage, skids, slip sheets and plastic packaging
- Assists with manual signature stacking when needed.
- Completes preventive maintenance assignments and initiates work orders
- Develops job skills and equipment knowledge necessary for level advancement.
- Monitors product waste

Employees are responsible for supporting and complying with internal and external audits, to include providing information, performing assigned tasks to ensure compliance, and preparing and maintaining evidence that key duties identified as internal controls have been performed.

All employees are responsible for supporting and complying with safety and security policies to promote a healthy working environment.

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, protected veteran status or any other characteristic protected by law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting us at careers@valassis.com or 616-541-3145.

Education & Knowledge:

- High school diploma or general education degree (GED).

Experience / Skills / Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- To perform this job successfully, an individual should have knowledge of computer software.
- Good mechanical ability. Must be able to work as part of a team with minimal supervision. Must not be afraid to get dirty due to heavy clean-up. Desire to learn & progress through training levels. Must work a 12-hour rotating shift with overtime requirements.

Supervisory Responsibility:

This job has no supervisor responsibilities.

Communication & Contacts (Internal/External):

Ability to communicate with team members. Ability to understand and follow directions.

Decision Making Scope:

None

Other:

Perform each task in a safe manner and identify any unsafe conditions.

Physical Requirements / Working Conditions:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms; climb (steps or ladders up to 25 ft.) or balance. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to chemicals that require special handling and vibration. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually loud.