

BRODART COMPANY
IS ACCEPTING APPLICATIONS FOR:

POSITION: Central Processor

DEPARTMENT: 0220-PROCESSOR

FACILITY: WILLIAMSPORT

JOB DESCRIPTION:

- Pocketer - Glues kits into books according to process codes.
- Labeler - Attach labels to spines of books pulls dust covers from books.
- Sizer - Measures each book with a ruler and pulls a plastic jacket to fit each book.
- Inserter - Inserts dust cover into a plastic jacket, books without dust cover get protection tapes over the spine labels.
- Gluer - Glues or tapes jackets onto books according to process codes.
- Biller - Takes care of paperwork and checks the books for quality.

REQUIREMENTS:

- Finger Dexterity
- Must know how to read a ruler
- Must be able to read, count and have good eyesight

WORKING HOURS:

- 7:00 A.M. TO 5:30 P.M.
- MONDAY THRU THURSDAY
- OVERTIME IS REQUIRED

Req#: 2011-087

Date: 9/23/2011

BRODART COMPANY IS AN EEO/AAP AND ADA EMPLOYER