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**Title: Machine Operator**

**Department: Opening**

**Reports to: Opening Department Manager**

**About Us**

Our experienced staff understands the importance of expediency and accuracy. At Aegis Processing Solutions, our team has been providing exceptional service to nonprofit and fund-raising organizations across the U.S. for more than 25 years.

**Description:** Tri-Cut / Opex Machine.

**Responsibilities:**

**Daily**

- Pick up trays from the APC in mailroom
- Run envelopes through Opex machine to open on three sides
- Record counts, by client, of envelopes opened
- Tag each tray with the counts
- Deliver trays of opened documents to APC in Opening.

**As Needed**

- Mailroom
  - Unload incoming mail
  - Sort incoming mail
- Warehouse
  - Locate and pull documents
  - Weigh coins
  - Dump checks for shredder

**Job Requirements**

- You will be on your feet all day
- You will carry trays weighing up to 20 pounds