**About isolved**

isolved is an employee experience leader, providing intuitive, people-first HCM technology. Our solutions are delivered directly or through our partner network to more than five million employees and 145,000 employers — who use them every day to boost performance, increase productivity, and accelerate results while reducing risk. Our HCM platform, isolved People Cloud, seamlessly connects and manages the employee journey across talent management, HR & payroll, workforce management and engagement management functions. No matter the industry, we help high-growth organizations employ, enable and empower their workforce by transforming employee experience for a better today and a better tomorrow. For more information, visit [www.isolvedhcm.com](http://www.isolvedhcm.com).

**Production and Shipping Specialist**

Location: Coldwater, MI

**Job Summary:**

Under the direction of the COBRA Participant Support Manager and Supervisor, the Production and Shipping Specialist will generally work independently to ensure timely and accurate printing, posting and mailing of notices, etc. The Production and Shipping Specialist will develop and sustain excellent planning and scheduling skills that promote the growth of isolved.

**Core Job Duties:**

* Operate printers, inserters, postage meter and other equipment as needed
* Schedules equipment maintenance appointments with vendors as needed
* Print, mail and postage all generated notices, invoices, letters, blanket mailings, open enrollment packets, etc.
* Thoroughly follow all balancing processes
* Generate and reprocess daily/monthly reports
* Prepare daily pre-sort mail for pick up
* Deliver notices to post office daily
* Create FedEx shipping labels as needed
* Receive and check in all deliveries
* Order all supplies for the mail room
* Scan documents
* Assist COBRA Payment Specialist duties as workload allows
* Additional duties as assigned

**Minimum Qualifications:**

* Experience with Microsoft Office products.
* Ability to multitask and work effectively in a fast-paced environment.
* Problem analysis, troubleshooting and problem-solving skills.
* Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, ten key.
* Ability to access, operate and maintain various software applications.

**Education and Experience:**

* High school diploma or equivalent required.
* Previous scheduling experience is a plus, not a requirement.

**Physical Demands and Work Environment**

Normal working conditions require normal to close concentration, visual attention and manual dexterity. Lifting requirements less than 10 pounds. Moderate noise.

*isolved offers competitive total rewards including health & welfare benefits, career development and advancement opportunities, 401k match, annual merit and pay for performance bonus eligibility and a flexible, safe work environment.*

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. isolved is a progressive and open-minded meritocracy. If you are smart and good at what you do, come as you are.*