**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**

**Job Summary:**

Responsible for preparing payroll checks and reports for delivery to clients. Must work well under pressure; meeting multiple and sometimes competing deadlines. Shall at all times demonstrate cooperative behavior with colleagues and management.

**Core Job Duties:**

* Operate printers, inserters, and other equipment as needed
* Prepare payroll checks and reports for delivery to clients as instructed on payroll wrap instructions
* Log wrapped payrolls to be delivered via courier
* Stock fulfillment room with supplies (envelopes, paper, check stock, rubber bands, etc.) as needed
* Schedule equipment maintenance appointments with vendors

**Minimum Qualifications:**

* Must be conscientious and have the ability to read and follow written instructions
* Strong verbal communication skills
* Must be able work under stringent time deadlines
* Work with little or no supervision
* Ability to operate computer terminals, printers, copy machines, telephone systems, and facsimile machines
* Machines and Equipment Used: Check stuffer and sealer, computer workstation, printers

**Education and Experience:**

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

**Physical Demands and Work Environment**

While performing this job, the employee is regularly required to sit, stand, walk, talk, and hear. Must be able to lift 40 pounds, must be able to stand continuously for 4-5 hours. Specific vision abilities required by this job include close vision for written work and PC use.

*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.*