

Job Description and Standards of Performance

<u>Position Title:</u> Distribution Assistant	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Distribution	<u>Department #:</u> 430
<u>Date Updated:</u> 6/27/07 <small>Release</small> <small>8/28/00</small>	<u>Updated by:</u> Toothaker
	<u>Job Code #:</u>

Position Purpose/Objective:

Properly feed insert hopper, or hand insert various types of supplements into any newspaper product. Lend supplemental support throughout Mailroom.

All core duties are listed before supporting duties. The relative importance of duty relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Feeds inserts into machine hopper or hand inserts as directed. CORE	Product inserted satisfactorily in proper timeframe.
Stacks down product from press or inserter. CORE	Product has been shuffled and stacked as directed.
Assembles and moves cages and skids as required. SUPPORTING	All cages and skids are piled and staged properly.
Other related duties as assigned. SUPPORTING	Performs additional duties in a timely and accurate manner.

Required Education and/or Experience/Knowledge:

At least 18 years old.

Required Skills:

Good listening skills and the ability to follow instructions
 Capable of lifting up to 60 pounds/able to stand in one place for long periods of time

This position reports to:

Distribution Manager + Group Leader