



**Position:** Production Specialist I

**Location:** Kalamazoo

**Status:** Full-Time

**Date of Posting:** April 20, 2017

Lake Michigan Mailers, Inc. a leading provider of document management, mail assembly, mail processing, presorting, data management, digital marketing and distribution services to companies, schools, colleges and universities, health care providers, governmental entities and organizations throughout the United States, Canada, and Europe has an immediate opening for a full-time Production Specialist I at our Kalamazoo, Michigan facility.

The wage for this entry level position is based on experience and is reviewable after 90-days. This position includes a full benefits package including discounted health care insurance, life insurance, and 401(k) Profit Sharing once eligibility requirements for such programs are satisfied.

The successful candidate will be self-motivated; detail oriented, and demonstrate a solid work history related to customer service and sales support. Strong written and oral communication skills are required for this position. Ability to use a computer with strong computer functionality, including the use of Microsoft Office programs, internet browsers, file saving, and file retrieval is a requirement for this position. It is preferred that the candidate have experience utilizing Salesforce.com. Applicant must be able to become proficient with industry-specific software and applications following training.

The projected work schedule is Monday through Friday from 11:00 a.m. to close (approximately 7:30 p.m.)

Applications may also be completed through our web site at [www.barcodemail.com](http://www.barcodemail.com) or in person at Lake Michigan Mailers' facility located at:

Human Resources  
3777 Sky King Blvd  
Kalamazoo, Michigan 49009  
(between 8:00 a.m. and 5:00 p.m. Monday through Friday).

Phone calls regarding this position will not be accepted. Lake Michigan Mailers, Inc. is an equal opportunity employer. All applicants subject to pre-employment drug screen, and other reference checks.