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# Example of Associate Operator Job Description

Our innovative and growing company is hiring for an associate operator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate operator

* To take proper corrective action for out of balance situations
* To perform related duties, as assigned
* Completes accurate inventory
* Operates printers, tape drives and related peripheral equipment to print, stuff and wrap payroll related reports, checks and vouchers
* Inserts paychecks and vouchers into envelopes using stuffing machines
* Wraps payrolls according to quality and productivity guidelines and initiates corrective action based on department operating procedures
* Performs required maintenance on computer equipment
* Contacts vendors as needed to provide necessary repairs
* May perform tape library functions
* Assists with hardware or software problem determination and/or resolution

## Qualifications for associate operator

* High school diploma or equivalent Post high school coursework or professional certification preferred
* 0-1 years of related machining experience
* Set up machines with supervision and perform a variety of machine operations utilizing CNC or manual machining centers to cut, shape, and drill or form metal work pieces to specifications
* Operator must be able to multi-task, will be operating 2-4 Lathe and Mill machines
* Minimum 2 years of boiler system experience
* Minimum of NJ Black Seal Boiler Operators License