



## Production Operator

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### We're Hiring!

We are looking for a motivated individual to work in our Output Solutions department. This full-time position offers a competitive wage, opportunity for growth in an expanding company, and an extensive benefit package including a 401k plan.

At Etactics, our Output Solutions department is responsible for the printed and electronic delivery of statements and invoices from a wide variety of input sources. We have developed our own proprietary software to achieve this function. We are looking for an individual to oversee our daily production process.

This person will ensure the accuracy and timeliness of processing each day and solve system issues as they arise. This individual will be directly involved with computer files and programs used in the output production process.

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### Requirements

**Education:** Associate's Degree or equivalent career experience

**Experience:** Must be able to manage files and directories within Microsoft Windows  
Willing to work extra hours as necessary



### Duties and Responsibilities

- Become proficient in discussing and conducting high-level demonstrations of EDI Solutions products
- Excellent customer service and communication skills
- Ability to multitask
- Troubleshoot job errors as they arise and interpret errors
- Contact customers regarding production issues
- Work with department members to resolve problems
- Ensure accurate and timely completion of the production cycle
- High level of attention to detail
- Be comfortable working in a fast-paced environment with changing priorities
- Team Orientation



### About Us

Etactics was established in June of 1999. Our software company was originally formed to provide Revenue Cycle Management services to healthcare providers.

Today, Etactics serves over 4,000 clients to provide innovative solutions that optimize the accuracy of sensitive documents, increase overall business intelligence, and implement sound compliance policies. Etactics' purpose is to facilitate our clients business and act as a single connection point to all payers.

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