



824 Market Street, Suite 85
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DLS Discovery is looking for a full-time **Legal Courier/Production Operator** to start immediately in our Wilmington location.

DLS Discovery is a professional litigation support services company serving the Delaware legal community for over 15 years. DLS Discovery offers dynamic solutions in litigation support including: EDD, Document Retrieval, around the clock production services for binders, trial exhibits, mail fulfillment, and courier services extending from Washington, DC to New York.

The **Legal Courier/Production** job duties are described as follows:

For this full-time position you will be performing both Legal Courier and Production Operator duties. Legal Couriers perform hand deliveries (via walking) within the City of Wilmington and drive the Tri-state area (via fleet vehicles) to deliver legal documents, litigation materials, and any other client requests. Production Operators perform photocopying, scanning, document/binder assembly, and mail fulfillment functions in strict accordance with (i) client instructions and (ii) the company's production and quality control requirements.

Qualifications

Previous experience and some college education preferred. Must be able to work in a fast paced production facility with a proven track record of quality and mastery of commercial capacity photocopiers and scanners. Computer skills and experience with Microsoft Office a must. Methodical attention to detail, positive attitude, and flexibility are absolutely required. In addition to a valid drivers license, physical requirements are: standing and walking up to eight (8) hours a day and being able to lift materials of 10 - 50lbs

Hours will be flexible and salary is commensurate with experience. For consideration for the position please send resumes to **Careers@dlsdiscovery.net**.