



Job Description

Job Title: Digital Production / Bindery Operator
Department: Printing Services
Reports To: Director of Print Services and/or Production Coordinator
FLSA Status: 8:00am – 5:00pm, Monday – Friday (40 hours per week)

Essential Duties and Responsibilities:

Include the following, other duties may be assigned.

- Must display professional and courteous behavior to employees, vendors, and customers at all times
- Expected to adhere to company outlined work schedule. Must be punctual to start shift and prompt from breaks and lunch.
- Properly read, comprehend and follow workflow output requirements as outlined within our job jacket system for ensuring quality and customer satisfaction.
- Must be able to proficiently operate all digital production print.
- Must follow digital workflow steps involving proofing of jobs and maintaining consistent output quality by adhering to proven file and device standards as have been applied using GRACOL standards for quality and color output.
- Properly maintain highest quality standards by matching supplied proof of artwork while ensuring consistent color runs and output based on using color profile software and paper libraries. Working directly with Pre-Press Operator to ensure files and output meet customer expectations.
- Properly maintain and do require preventative maintenance to ensure optimum operation of equipment to include proper profiling and linearization of equipment.
- Routinely inspect press operations and notify Production Coordinator and/or Director of Printing Services of any problems or service issues. If they exist, then follow procedures for placing scheduled maintenance through our service department.
- Meet daily production workflow and complete all assigned work in a timely manner as assigned in PrintSmith, must also follow schedule and use production job workflow software and clock in/out on required production step where it applies.
- Assist other areas of printing services if no work is scheduled or your work is completed. This may/will include bindery duties, delivery needs and any other duties as outlined by management. This will also become standard daily practice for working in both digital area as well as bindery as deemed by Production Coordinator and/or Director of Printing Services.
- Maintain clean and safe work environment at all times. Area used as a company demo site for tours and must maintain highest level of cleanliness and organization. Systel will become a “Premier Provider” for tours/demos absolutely must maintain clean work environment!!!
- During said demos, employee may be asked to offer best practices for operating all equipment used within his department and the printing services division.
- FINALLY, everyone is expected to work as a TEAM!!! Offer process improvements and suggestions as if this was your business, technically it is!!!



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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Minimum General Education Diploma(GED)

Language Skills:

Ability to communicate in English.

Mathematical Skills:

Basic math skills

Ability to work with measurements in fraction up to 1/32 of an inch.