



Job Description

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

Summary:

Operates equipment used in the Finishing Process of our printing operator.

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.
- Must be able to proficiently operate “all” finishing and bindery equipment with minimal supervision and instruction. Employee must be able to be responsible and resourceful in being able to operate equipment at rated speeds and setup times as mandated in estimating/job costing system.
- Properly maintain highest quality standards by matching blue lines or samples and maintain consistent workflow. Report any deficiencies to either Director of Printing Services and/or Production Coordinator.
- Properly maintain and perform required preventative maintenance to ensure optimum operation of equipment.
- Routinely inspect all finishing/bindery equipment and notify Director of Printing Services and/or Production Coordinator of any problems or services issues.
- Meet daily production workflow assigned tasks as outlined in production schedule. Must also maintain efficient output levels as mandated by estimating/job costing system and complete all assigned work in a timely manner.
- Employee is solely responsible for clocking in and out of assigned tasks to ensure accurate reporting for management on daily job duties.
- Must have valid driver’s license and may be asked to make deliveries in one of the company provided vehicles.
- Assist other areas of printing services if no work is scheduled or your work is completed.
- Maintain clean and safe work environment. Since our Printing Services division also serves as a demo center for our Business Equipment branches the highest level of cleanliness and organization is needed.
- FINALLY, everyone is expected to work as a TEAM!!! Offer process improvements and suggestions as it this was your business, technically it is!!!

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.



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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.